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MIND - BODY - SPIRIT

SAINT MICHAEL CATHOLIC HIGH SCHOOL

HANDBOOK

Saint Michael Catholic High School

8699 McLeod Road
Niagara Falls, Ontario
L2E 6S5

School website: www.saintmichaelmustangs.com
You Tube: www.youtube.com/stmhighschool
E-mail: saint.michael@ncdsb.com
Board Website: www.niagaracatholic.ca

TEL: 905-356-5155
FAX: 905-356-6626

STAFF LIST

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VICE PRINCIPALS
Mrs. Frances Brockenshire
Mr. Antonio Soares

PROGRAM CHAIRS

Phys. Ed/Co-Curricular
B. Carter

Science
F. Caruso-Leitch

Special Education
M. Casburn

Business/Technological Studies
P. Cianflone

Religion
F. DeCicco

English/ESL/Literacy
D. Serravalle

Student Services
C. Zanutto

Arts
S. Yablo

Social Science
L. Serravalle

Language Arts
A. Lambert

Mathematics
G. Milinkovich & J. Ciccarelli

CHAPLAIN
J. Smith

CARETAKER
F. Ferraro

EDUCATIONAL ASSISTANTS
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G. Doak
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P. Nywening
T. Putman
P. Ruml
J. Tufts
D. Young

POLICE LIASON
CST. Brian Knight

INFORMATION CENTRE
J. Bologna

SCHOOL NURSE
S. Argiropoulos

OFFICE STAFF
S. Conway
M. J. D'Amelio
C. Della Valle
T. LeVasseur

ACADEMIC STAFF

R. Allen	J. Chmiel	C. Formica	M. Rapattoni
M. Arghittu	M. Cockburn	J. Hart	P. Ricci
J. Armstrong	K. Connor	S. Hunter	R. Rees
V. Baldassaro	J. Cormier	M. Imre	A. Saltarelli
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J. Charette	D. Etzl	J. Putman	

PRINCIPAL'S MESSAGE

Dear Mustangs,
Welcome to another exciting year at Saint Michael Catholic High School. We are sure you are eager to return or join us for the first time as a Mustang. We look forward to the outstanding contributions all of you will make to our school as you have joined the excellent tradition of Catholic Education at Saint Michael.

Saint Michael is a vibrant, friendly and caring community that has developed a strong academic reputation. Our school celebrates a welcoming and safe environment for students as characterized by a variety of programs and/or activities within the school. Our Safe Schools Team supported by numerous groups such as MOB (Mustangs Oppose Bullying), MSAID (Mustang Students about Impacting Decisions), and The International Food Festival create a culture of inclusion and acceptance.

In addition to providing a friendly and caring community, Saint Michael represents excellence in the realm of academics. Our recent OSSLT score of 88% affirms that we put together an academic program for success. Our very own Alex Powell topped the charts in Canada by winning the National Technology Skills Competition in Electronics. While expecting the best from our students academically, we have a diverse Arts program as seen in the production of Beauty and the Beast and our amazing Arts and Film Festival.

We continue to impress on the athletic front by sending numerous teams to provincial and national championships. Championship teams include Jr. Football, Boys' Hockey, Girls' Swimming, Wrestling, Rowing, Track and Field, and Girls' Soccer. Congratulations go out to our athletes for finishing the year strong. In particular, our Track and Field team member Makiah Hunt who captured OFSSA gold in the Sr. Girls' Pole Vault making it 3 golds in 3 years — a rare feat. Makiah represented Canada this summer at the Youth World's in Colombia. Anna Maloney, a grade 10 student also represented Canada this summer as well at the CAN/AM/MEX Rowing Championships in Mexico City. Anna won silver in the Jr. Single at this year's CSSRA National Rowing Championships and joined Sarah Jose to win gold in the double. Finally, Julianne Miszk won 1st place for female Cross Country Para Athletes for the last three years in a row at OFSSA.

It is our sincere hope that we will all work and pray together to preserve and enhance our tradition. Your faith in those who care for you such as your parents, teachers and clergy will provide the foundation for your future. As we move forward with our connections between School, Home and Church, let us remember God's gifts to us of Mind, Body and Spirit. Exercise those gifts to your fullest potential. Please ensure that you bring us your best so that your success will be a critical building block for the success of our entire community. The 2015-16 school year is a first as Saint Michael is one of 10 schools across the province winning the CEFO Michael Carty Award for our year-long project to connect to our parishes.

Education has always been a combined effort of the student, parents and school. Please take the time to review this handbook together to become familiar with the school's policies, procedures and student expectations. This book also includes a monthly school calendar of events.

On behalf of our entire Saint Michael staff, we wish you a blessed, fulfilling, and successful year. Make this year your best one ever.

Mr. J. Whittard

STUDENT COUNCIL 2015 - 2016

Name	Grade	Position
Kaitlyn Willick	12	President
Katie Downey Zappitelli	12	Vice President
Dhvani Shah	11	Senate Rep
Emily Lostracco	11	Administrative
Pietro DeLuca	11	Financial
Carlos Colangelo	12	Tech Rep
Matthan Condez	12	Spiritual
Edrick Macdon	11	Promotions
Christine Reganti	11	Promotions
Anika Cordero	12	Social
Mohamed Mohamed	12	Social
Sifar Halani	12	Gr. 12 Rep
Zain Ali	11	Gr. 11 Rep
Amara Ali	10	Gr. 10 Rep

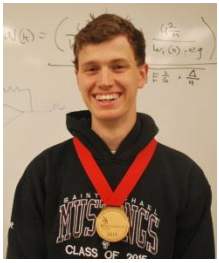
STAFF MODERATORS:
Mrs. L. Serravalle
Mr. K. Bomberry

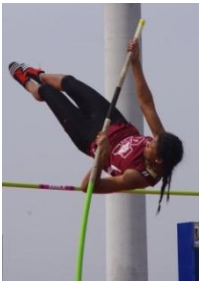
STUDENT COUNCIL EVENTS
Admission to student council sponsored events is open to all Saint Michael Catholic High School students in good standing.

The members of student council are elected to represent the entire student body of Saint Michael Catholic High School for a one year term. Student Council organizes social activities for the students, liaises with administration and helps to finance a number of school events and projects.

SAINT MICHAEL MISSION STATEMENT

“The Saint Michael Catholic High School Community is dedicated to the embodiment of Catholic ideals and beliefs for its students, staff and parents to the end that its graduates may carry with them learning that is Christ-centred and motivated by Christian principles.” “For in Him we live, and move and have our being.” Acts 17:28





The following information is an additional piece to the agenda.

CELLPHONE
The consequences for inappropriate electronic device use will follow progressive discipline as mentioned below:
1st Offence: Confiscation until end of the day and detention.
2nd Offence: Confiscation of electronic device, parent pick up, double detention.
3rd Offence: Parental pick up and 3 day suspension.
4th Offence: Parents must pick up electronic device, automatic suspension from school.

The school assumes no responsibility for the safety and security, loss, recovery, repair or replacement of a personal electronic device when carried on to Board premises. The secure storage of this device is the sole responsibility of the owner / user. Students are not allowed to store phones and other belongings in our change rooms. These facilities are used by a variety of student groups throughout the day and therefore students are reminded not to leave any personal effect in the change rooms at any time during or after the school day. Saint Michael is not responsible for losses occurred when this directive is not followed.

DETENTIONS
Saint Michael encourages students to take responsibility for their actions and follows a progressive discipline policy. An Administrator will assign a detention for disciplinary situations (i.e., truant, lates, failure of signing in or out, inappropriate behaviour, using cell phone in class without permission from the teacher, etc....). Detentions will be served on both early and late lunches every Tuesday and Thursday. Administration reserves the right to assign lunch/after school detentions for other student infractions.

HONOUR STOLE
Students, who have achieved an overall average of 80% in all four years while attending high school, and Ontario Scholar in their final year will be presented with the Honour Stole at the commencement or graduation ceremony, signifying their accomplishments.

POTENTIAL STUDENT CONSEQUENCES
Niagara Catholic District School Board Policy (302.6.4) states: "Students who behave inappropriately or impede the rights of others shall accept the consequences of their behaviour." The following are some of the potential consequences of student misbehaviour at Saint Michael Catholic High School. The list is not meant to be exhaustive.

WARNING: Vice-Principal and student.

INTERVIEW: Teacher, Vice-Principal, and student.

DETENTION: During lunch on Tuesdays or Thursdays, unless otherwise indicated in handbook.

PARENTAL INVOLVEMENT: Contact with parent(s)/guardian(s) and possible interview at school before readmission.

COMMUNITY SERVICE: Students will be assigned community service at the school level. Parental consent will be obtained when possible. Administration will determine the length.

SUSPENSION: Out of school for a fixed period as determined by the Principal/Vice-Principal. A letter will be issued to the student/parent/guardian for out of school suspensions. Students are not to attend co-op during a suspension.

Saint Michael's follows a progressive discipline policy, and applies this to the length of suspensions for persistent infractions of the Provincial Code of Conduct and the Saint Michael Catholic High School Code of Conduct.

1st incident - 3 days
2nd incident - 5 days
3rd incident - 10 days
4th incident & subsequent offences - 20 days

Notwithstanding the above procedures, suspensions may be of any length depending on the severity of the offence/circumstance.

PRINCIPAL'S HONOUR ROLL

To qualify to be placed on the Principal's Honour Roll, students must meet the following criteria:

- An overall average for the school year must be 80% or greater.
- Students must complete the minimum credits as displayed below:
  Grade 9 -Minimum 8 credits
  Grade 10 -Minimum 8 credits
  Grade 11 -Minimum 8 credits
  Grade 12 -Minimum 6 credits

PRINTING

Students are provided with 50 free sheets of printing per semester. If a student wishes to use our printing devices for more than 50 sheets, there is a cost of $0.10 per copy. Students are monitored using a software system. Payments to increase the student allotment may be paid through the Saint Michael Information Centre (SMIC).

SAINT MICHAEL FAMILY

The Saint Michael Family consists of parents of our students. The major role of the Saint Michael Family is to raise funds which go directly to support our students. This is done through our school sponsored Bingo, our Annual Pasta Dinner, Community Breakfast, and other fundraising events. The money raised helps to finance co-curricular activities as well as providing scholarships to our graduates. The meetings are held on the 2nd Wednesday of the month at 6 p.m. and details of our fundraising events are listed in the agenda. Anyone interested is welcome to come out to the meetings to learn more about our dedicated group of parents.

SAINT MICHAEL INFORMATION CENTRE (SMIC)
The Saint Michael Information Centre exists to serve the needs of all. Use of the internet is to be dedicated to educational research and is to be used responsibly. Also, a variety of software programs are available for use on network computers in the SMIC. Photocopy and printing services are available for a nominal fee. The facilities are available from 7:45 a.m. to 3:30 p.m. on most days. Students will be responsible for the replacement cost of lost or damaged items. It is expected that student deportment in the Saint Michael Information Centre (SMIC) will be conducive to an atmosphere of study. The SMIC exists as a resource for the benefit of the entire Saint Michael Community and any behaviour deemed detrimental to such a goal can result in the suspension of student privileges and the withholding of final grades, semester report cards or transcript requests.

UNIFORM DONATIONS
Donations of uniform items are accepted from students and families who no longer require the uniform due to graduation or the changing of schools. There are a number of students in financial need who cannot afford the uniform items, or who may have part of their uniform become damaged or dirty during the day and require a change of clothes. Donations to help these students are appreciated. Please drop the donations off at the Supported Learning Centre.

UNIFORM SHORTS
Shorts are part of the school uniform. Shorts are to be buttoned and worn so that the school crest is visible. Shorts may be worn from September until October during semester 1 and from April until the end of June.

UNIFORM SUPPLIER
The uniform supplier, for both the regular school uniform and the physical education uniform, to Saint Michael Catholic High School is Maddalena Uniforms, which operates out of the Tuck Shop in the atrium of the school or visit the store at 6700 Morrison Street. Uniform information is also available at www.maddalena-uniforms.com or by calling 289-477-1244. The Tuck Shop will be open every Monday from 10 a.m. – 2p.m. throughout the school year.

UNIFORM GRADUATION HOODIES/ZIP HOODIES
Only uniform graduation hoodies (current graduating class) are eligible hoodies and team hoodies are not part of the uniform. Zip hoodies must be worn with uniform school shirt unless otherwise stated by administration because of unusual weather. Zip hoodies can be worn by any student in any year. Students are not permitted to have the hood of their hoodie on while in school.

STUDENT COMMITMENT

All staff and students are to be treated with respect and dignity. In return, they must demonstrate respect for themselves, for others and for the responsibilities of citizenship through acceptable behaviour. Respect and responsibility are demonstrated when a student:

- Comes to school prepared, on time, in full uniform and ready to learn
- Shows respect for him/herself, for others, and for those in authority
- Refrains from bringing anything to school that may compromise the safety of others
- Follows the established rules and *Code of Conduct* and takes responsibility for his or her own actions

PARENT/GUARDIAN COMMITMENT

Parents play an important role in the education of their children and have a responsibility to support the efforts of school staff in maintaining a safe and respectful environment for all students. Parents fulfill this responsibility when they:

- Take an active interest in their child's school work and progress
- Communicate regularly with the school
- Help their child be neat, appropriately dressed and prepared for school
- Ensure that their child attends school regularly and on time
- Promptly report to the school their child's absence or late arrival
- Become familiar with the *Code of Conduct* and school rules
- Encourage and assist their child in following the rules of behaviour
- Assist school staff in dealing with disciplinary issues

STUDENT HANDBOOK EXPECTATIONS

Students are required to bring their Handbooks with them to all classes. It will be used for attendance procedures and to record homework assignments and due dates. A calendar of events and important dates will also be found in the Handbook. Students are not to deface or remove pages or mutilate the Handbook in any way. Students losing, damaging or defacing the Handbook will be required to purchase a replacement for a nominal fee. Handbooks are only to be used by the owner. Students are not to loan or borrow another student's Handbook.

We have read the above and accept the commitments/expectations set out in the Catholic High School Student Handbook.

_____ _____

(Student) (Date)

_____ _____

(Parent/Guardian) (Date)

RETURN TO PERIOD 1 TEACHER BY SEPTEMBER 23, 2015

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
MISSION STATEMENT

"The Niagara Catholic District School Board, through the charisms of faith, social justice, support and leadership, nurtures an enriching Catholic learning community for all to reach their full potential and become living witnesses of Christ."

NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

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BISHOP'S MESSAGE

OFFICE OF THE BISHOP

My dear friends,

As you begin a new school year, I ask you to stay close to Jesus who loves you so much and is your best friend. Stay close to Him, talk to Him, and act like Him, so that you will be able to do great things at your home, parish and school. Your Catholic school community will help you to do this each day. May God bless you and please pray for me as I will pray for each one of you.

Yours sincerely in Christ,

Most Reverend Gerard Bergie, D.D.
Bishop of St. Catharines

IMPORTANT FAITH DATES 2015 - 2016

Sept. 5	Blessed Mother Teresa	**Feb.** 2	Presentation of the Lord & World Day for Consecrated Life
Sept. 8	The Nativity of the Blessed Virgin Mary	Feb. 3	St. Blais
Sept. 12	Holy Name of the Blessed Virgin Mary	Feb. 10	Ash Wednesday
Sept. 14	Exaltation of the Holy Cross	Feb. 11	Our Lady of Lourdes & World Day of the Sick
Sept. 26	Canadian Martyrs	**Mar.** 4	World Day of Prayer
Oct. 2	Feast of Guardian Angels	Mar. 17	St. Patrick's Day
Oct. 18	St. Luke, World Mission Day	Mar. 19	St Joseph, Patron Saint of Canada
Oct. 22		Mar. 20	Palm Sunday of the Lord's Passion
Nov. 1	St. John Paul II, Pope	Mar. 21	Monday of Holy Week
Nov. 2	All Saints Day	Mar. 22	Tuesday of Holy Week
Nov. 21	All Souls Day Presentation of the Blessed Virgin Mary	Mar. 23	Wednesday of Holy Week
Nov. 22		Mar. 24	Holy Thursday
Nov. 29	Christ the King	Mar. 25	Friday of the Passion of the Lord (Good Friday)
Dec. 8	First Sunday of Advent Immaculate Conception of the Blessed Virgin Mary	Mar. 26	Holy Saturday
Dec. 24	Christmas Eve	Mar. 27	Easter, The Resurrection of the Lord
Dec. 25	Christmas, The Nativity of the Lord	**Apr.** 3	Feast of Divine Mercy
Dec. 27	The Holy Family of Jesus, Mary and Joseph	Apr. 4	Annunciation of the Lord
Jan. 1	Mary Mother of God	Apr. 17	St. Kateri Tekakwitha
Jan. 3	Epiphany of the Lord	Apr. 24	World Day for Vocations
Jan. 6	St. André Bessette	**May** 8	Ascension Sunday
Jan. 10	Baptism of the Lord	May 15	Pentecost Sunday
Jan. 12	St. Margurite Bourgeoys	May 22	Trinity Sunday
Jan. 18	Week of Prayer for Christian Unity	May 26	Corpus Christi
		June 3	Most Sacred Heart of Jesus
		June 4	Immaculate Heart of the Blessed Virgin Mary

CATHOLIC GRADUATE EXPECTATIONS

THE GRADUATE IS EXPECTED TO BE

A DISCERNING BELIEVER FORMED IN THE CATHOLIC FAITH COMMUNITY WHO

- illustrates a basic understanding of the saving story of our Christian faith
- participates in the sacramental life of the church and demonstrates an understanding of the centrality of the Eucharist to our Catholic story
- actively reflects on God's Word as communicated through the Hebrew and Christian scriptures
- develops attitudes and values founded on Catholic social teaching and acts to promote social responsibility, human solidarity and the common good
- speaks the language of life, "recognizing that life is an unearned gift and that a person entrusted with life does not own it but that one is called to protect and cherish it" (Witnesses to Faith)
- seeks intimacy with God and celebrates communion with God, others and creation through prayer and worship
- understands that one's purpose or call in life comes from God and strives to respect the faith traditions, world religions and the life-journeys of all people of good will
- integrates faith with life
- recognizes that "sin, human weakness, conflict and forgiveness are part of the human journey" and that the cross, the ultimate sign of forgiveness is at the heart of redemption (Witnesses to Faith)

AN EFFECTIVE COMMUNICATOR WHO

- listens actively and critically to understand and learn in light of gospel values
- reads, understands and uses written materials effectively
- presents information and ideas clearly and honestly and with sensitivity to others
- writes and speaks fluently one or both of Canada's official languages
- uses and integrates the Catholic faith tradition, in the critical analysis of the arts, media, technology and information systems to enhance the quality of life

A REFLECTIVE AND CREATIVE THINKER WHO

- recognizes there is more grace in our world than sin and that hope is essential in facing all challenges
- creates, adapts, evaluates new ideas in light of the common good
- thinks reflectively and creatively to evaluate situations and solve problems
- makes decisions in light of gospel values with an informed moral conscience
- adopts a holistic approach to life by integrating learning from various subject areas and experience
- examines, evaluates and applies knowledge of interdependent systems(physical, political, ethical, socio-economic and ecological) for the development of a just and compassionate society

A SELF-DIRECTED, RESPONSIBLE, LIFE LONG LEARNER WHO

- demonstrates a confident and positive sense of self and respect for the dignity and welfare of others
- demonstrates flexibility and adaptability
- takes initiative and demonstrates Christian leadership

CATHOLIC GRADUATE EXPECTATIONS

- responds to, manages and constructively influences change in a discerning manner
- sets appropriate goals and priorities in school, work and personal life
- applies effective communication, decision-making, problem-solving, time and resource management skills
- examines and reflects on one's personal values, abilities and aspirations influencing life's choices and opportunities
- participates in leisure and fitness activities for a balanced and healthy lifestyle

A COLLABORATIVE CONTRIBUTOR WHO

- works effectively as an interdependent team member
- thinks critically about the meaning and purpose of work
- develops one's God-given potential and makes a meaningful contribution to society
- finds meaning, dignity, fulfilment and vocation in work which contributes to the common good
- respects the rights, responsibilities and contributions of self and others
- exercises Christian leadership in the achievement of individual and group goals
- achieves excellence, originality, and integrity in one's own work and supports these qualities in the work of others
- applies skills for employability, self-employment and entrepreneurship relative to Christian vocation

A CARING FAMILY MEMBER WHO

- relates to family members in a loving, compassionate and respectful manner
- recognizes human intimacy and sexuality as God given gifts, to be used as the Creator intended
- values and honours the important role of the family in society
- values and nurtures opportunities for family prayer
- ministers to the family, school, parish, and wider community through service

A RESPONSIBLE CITIZEN WHO

- acts morally and legally as a person formed in Catholic traditions
- accepts accountability for one's own actions
- seeks and grants forgiveness
- promotes the sacredness of life
- witnesses Catholic social teaching by promoting equality, democracy, and solidarity for a just, peaceful and compassionate society
- respects and affirms the diversity and interdependence of the world's peoples and cultures
- respects and understands the history, cultural heritage and pluralism of today's contemporary society
- exercises the rights and responsibilities of Canadian citizenship
- respects the environment and uses resources wisely
- contributes to the common good

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD CODE OF CONDUCT

In keeping with the Niagara Catholic Mission Statement and Vision, we strive to provide our students with the best Catholic education possible. We teach more than the Ministry curriculum expectations; we teach about love, life, building community, and most importantly, about how our FAITH guides us through our most difficult times. We come together to accept one another for who we are, to love without prejudice, to respect without want and more importantly, to care for one another like a family.

PROVINCIAL CODE OF CONDUCT

GUIDING PRINCIPLES

In keeping with the Safe Schools Act and the Provincial Code of Conduct, schools within the Niagara Catholic District School Board promote an environment of respect, responsibility and safety. These values along with justice, integrity and accountability are consistent with the Gospel values. Catholic education has a central vision of respect for oneself, others and the traditions of our Catholic faith. The Niagara Catholic District School Board takes pride in ensuring that student learning and teaching take place in a non-threatening environment where everyone learns in an atmosphere of mutual respect.

A school should be a place that promotes responsibility, respect, civility, and academic excellence in a safe learning and teaching environment. A positive school climate exists when all members of the school community feel safe, comfortable, and accepted. All students, parents, teachers, and staff members have the right to be safe, and to feel safe, in their school community. With this right comes the responsibility to contribute to a positive school climate.

The Provincial Code of Conduct sets clear provincial standards of behaviour. These standards of behaviour apply not only to students, but also to all individuals involved in the publicly funded school system – parents, volunteers, teachers, and other staff members – whether they are on school property, on school buses, at school-related events or activities, or in other circumstances that could have an impact on the school climate. Responsible citizenship involves appropriate participation in the civic life of the school community. Active and engaged citizens are aware of their rights, but more importantly, they accept responsibility for protecting their rights and the rights of others.

To get the full Provincial Code of Conduct, scan the QR Code below:

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
CODE OF CONDUCT

GUIDING PRINCIPLES & PURPOSES OF THE CODE OF CONDUCT POLICY #302.6.2

All members of the school community are

- to be treated with respect and dignity, especially persons in positions of authority
- to promote responsible citizenship by encouraging appropriate participation in the civic life of the school community
- to maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility
- to encourage the use of non-violent means to resolve conflict
- to promote the safety of people in the schools
- to discourage the use of alcohol and illegal drugs

STUDENTS

- respect and responsibility are demonstrated when a student comes to school prepared, on time and ready to learn
- shows respect for themselves, for others and for those in authority
- refrains from bringing anything to school that may compromise the safety of others
- follows the established rules and takes responsibility for his or her own actions

PARENTS

- show an active interest in their child's school work and progress
- communicate regularly with the school
- help their child be neat, appropriately dressed and prepared for school
- ensure that their child attends school regularly and on time
- promptly report to the school their child's absence or late arrival
- show that they are familiar with the provincial Code of Conduct, the board's code of conduct, and school rules
- encourage and assist their child in following the rules of behaviour
- assist school staff in dealing with disciplinary issues involving their child

COMMUNITY PARTNERS AND THE POLICE

The police play an essential role in making our schools and communities safer. The Police investigate incidents in accordance with the protocol developed with the local school board. These protocols are based on a provincial model developed by the Ministry of the Solicitor General and the Ministry of Education.

RESPECT, CIVILITY & RESPONSIBLE CITIZENSHIP

All members of the school community must

- respect and comply with all applicable federal, provincial and municipal laws;
- demonstrate honesty and integrity
- respect differences in people, their ideas and opinions
- treat one another with dignity and respect at all times, and especially when there is disagreement
- respect and treat others fairly, regardless of, for example, race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age, or disability

- respect the rights of others
- show proper care and regard for school property and the property of others
- take appropriate measures to help those in need
- respect all members of the school community, especially persons in positions of authority
- respect the need of others to work in an environment that is conducive to learning and teaching
- seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully
- not swear at a teacher or at another person in a position of authority

SAFETY

All members of the school community must not

- be in possession of any weapon, including firearms
- cause injury to any person with an object
- use any object to threaten or intimidate another person
- not be in possession of, or under the influence of, or provide others with, alcohol or illegal drugs
- inflict or encourage others to inflict bodily harm on another person; engage in bullying behaviours
- engage in hate propaganda and other forms of behaviour motivated by hate or bias
- commit an act of vandalism that causes extensive damage to school property or to property located on the premises of the school

EQUITY AND INCLUSIVE EDUCATION POLICY #100.1

The guiding principles of the Equity and Inclusive Education Strategy state Equity and Inclusive Education

- is a foundation of excellence
- meets individual needs
- identifies and eliminates barriers
- promotes a sense of belonging
- involves the broad community
- builds on and enhances previous and existing initiatives
- is demonstrated throughout the system

Equity and Inclusive Education in Ontario Schools: Guidelines for Policy Development and Implementation, Ontario's Equity and Inclusive Education Strategy and Policy/Program Memorandum # 119 (2009) identify eight areas of focus:

1. Board Policies, Programs, Procedures, and Practices
2. Shared and Committed Leadership
3. School-Community Relationships
4. Inclusive Curriculum and Assessment Practices
5. Religious Accommodation
6. School Climate and The Prevention Of Discrimination And Harassment
7. Professional Learning
8. Accountability And Transparency

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
CODE OF CONDUCT

ANTIRACISM, SEXUAL, AND ETHNOCULTURAL EQUITY

The Niagara Catholic District School Board and the its Catholic High Schools believe that all persons have been created in the image and likeness of God and are to be treated with dignity, respect and fairness in an environment which recognizes and celebrates the racial, religious and cultural plurality of Canadian society. The Board's policy fosters the teaching of Catholic values and promotes ethno cultural equity and equality as well as the elimination of racism.

The policy of the government of Ontario is that there be equal education opportunity in this province. Thus sex-role stereotyping of courses and programs does not exist within Niagara Catholic District School Board Secondary Schools and the philosophy of gender equity permeates all aspects of the school's curriculum.

POSITIVE SCHOOL CLIMATE AND BULLYING

A positive school climate exists when all members of the school community feel safe, comfortable, and accepted. To help achieve a positive school environment in their schools, the Niagara Catholic District School Board and its schools will actively promote and support positive behaviours that reflect their Catholic Gospel Values. They should also endeavour to ensure that parents and members of the broader community are involved in the school community.

SAFE SCHOOL POLICY #302.6

The Niagara Catholic Safe School Policy and Administrative Guidelines will create schools that are safe, inclusive and accepting of all pupils, encourage a positive school climate and prevent inappropriate behaviour, including but not limited to

- bullying, sexual assault, gender-based violence and incidents based on homophobia
- address inappropriate pupil behaviour and promote early intervention
- provide support to pupils who are impacted by inappropriate behaviour of other pupils
- establish disciplinary approaches that promote positive behaviour and use measures that include appropriate consequences and supports for pupils to address inappropriate behaviour
- provide pupils with a safe learning environment

BULLYING PREVENTION AND BULLYING INTERVENTION POLICY #302.6.8

- Bullying is typically a form of repeated, persistent, aggressive behaviour that is directed at an individual and is intended to cause (or should be known to cause) fear, distress and /or harm to another person's body, feelings, self-esteem, or reputation. Bullying occurs in a context where there is real or perceived power imbalance.
- Bullying is predominantly a learned behaviour, which must be addressed by teaching students to build positive relationships, and to develop effective communication strategies. Educators will endeavour to create opportunities to model and to encourage behaviours and interactions that help create a classroom and positive school climate.
- Bullying will not be accepted on school property, at school-related activities, on school buses, or in any other circumstances where engaging in bullying will have a negative impact on the school climate.
- Report the events to somebody in a position of authority at the SCHOOL. Expect that action will be taken. The source of the information will remain confidential. All reports will be documented using the *Safe and Accepting Schools Incident Reporting Form*.

"In keeping with the teachings of Christ, all Niagara Catholic District School Board schools will strive to create a safe, caring and supportive school environment, free of bullying, for all members of the school community."

POSITIVE SCHOOL CLIMATE AND BULLYING

BULLYING MAY INCLUDE BUT IS NOT LIMITED TO:

Verbal	Physical
Name-Calling/Put Downs	Hitting
Insults	Kicking
Racist Comments	Spitting
Harassment	Pushing
Sexist Comments	Inappropriate Gestures
Teasing/Taunting	Tripping
Threatening /Extortion	Stealing
Social/Emotional	**Technological**
Relational Bullying	Cyber Bullying
Manipulating Friendships	Internet Misuse
Gossip	Text Messages
Exclusion	Digital Photos
Intimidation	Twitter
Written Notes	Websites
Making False Statements	Facebook

In recognition of the importance of addressing bullying, which can have a significant impact on student safety, learning, and the school climate, bullying has been added to the list of infractions for which suspension must be considered.

SAFE SCHOOL TEAM

A Safe School Team responsible for school safety that is composed of at least one student (where appropriate), parent, teacher, support staff member, a community partner, and the principal. The team has a staff chair.

THREAT AND RISK ASSESSMENT

The general purpose of a student threat assessment team in school jurisdictions is to assist in creating and maintaining an environment where students, staff, parents and others feel safe. The primary purpose of a multidisciplinary threat assessment team is to identify indicators that suggest a student may be moving on a pathway of justification to use violence and to intervene in such a way to decrease the risk, prevent injury to self or others, and assist the student in receiving the help he or she needs to address the issues contributing to the high-risk student behaviour.

POSITIVE SCHOOL CLIMATE AND BULLYING

All threatening and high-risk behaviours must be taken seriously and students engaging in the behaviours must be assessed accordingly. Any student engaging in behaviours that fall into the categories described below must be brought to the attention of the Principal / Vice Principal of the school.

WHAT ARE THE RESPONSIBILITIES OF THOSE STUDENTS, STAFF, AND PARENTS IN DEALING WITH THE ISSUE?

- Ensure the school environment is one of respect, dignity, and trust, consistent with the Gospel Values
- Show care and concern for others by refusing to bully others or to be a bystander to acts of bullying
- Accept responsibility by immediately reporting acts of bullying to somebody in a position of authority at the school

WHAT EFFECTS DO BULLYING/HARASSMENT CAUSE?

Individuals may develop long term, serious problems as a result of bullying or victimization. Some of these long-term effects involve a loss of self-confidence and self-esteem, and greater rates of depression. It is critical that appropriate support and intervention strategies be provided to help bullies, victims, and all students build positive relationships with their peers.

WHAT EFFECTS DO CYBERBULLYING CAUSE?

Cyberbullying can be much more severe in its effects than offline bullying because the victims feel they have no escape. Also because of the wide scope of the Web, there can be many more witnesses to the bullying. Bullies may be more likely to engage in bullying behaviour online because they can't see or hear the effects of their actions, and because it is possible to be anonymous online.

HOW CAN WE GET BULLYING/HARASSMENT TO STOP?

Caring bystanders are the key to stopping bullying! We must look out for one another. We are called to action when we are faced with social injustice. Bullying is an example of a behaviour which is demeaning to other students. If you witness this behaviour the most helpful thing that you can do is to intervene and get the behaviour to stop.

If you are unsuccessful, or are unwilling to do this, you should report the behaviour to an appropriate adult at school (e.g. a teacher, counselor, chaplain, or administrator). Sources of information always remain confidential and the information will be acted on.
The person who is being bullied needs your help in getting the behaviour to stop. The bully also needs help because he/she needs to learn appropriate behaviour and that bullying is unacceptable. Almost 60% of bullies who physically bully other students will become involved in criminal activity.

POSITIVE SCHOOL CLIMATE AND BULLYING

WHAT SHOULD I DO IF I AM BULLIED?

- Report it to a caring adult
- Be polite but firm in response to bullying - indicate that they need to stop the offensive behaviour
- Remain calm and leave the situation with your feelings intact
- Stick with friends, or others, as usually bullies pick on somebody who is alone

I KNOW THAT A FRIEND IS BEING BULLIED. WHAT SHOULD I DO?

Report it to an adult at school who can help to get somebody out of trouble and to protect somebody's safety. Reporting is standing up for your right and the rights of others, to be safe in school! The code of silence that prevents students from reporting bullying is one of the major obstacles in dealing with the problem.

WHAT WILL HAPPEN TO THE BULLY IF IT IS REPORTED?

The benefit of bringing the problems out in the open is that the bully is no longer in control. When teachers, and other school officials, are aware of bullying problems, they can find ways to help the bully change his/her behaviour.

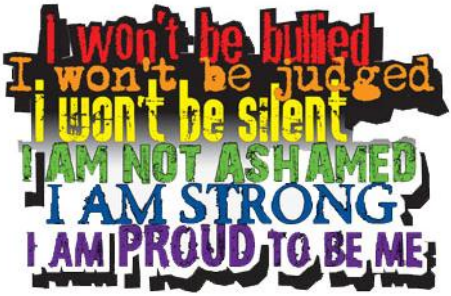
Every situation will be dealt with on an individual basis, as every case is different. The bottom-line is that the bullying stops immediately and that people feel safe within the school. Some strategies that may be used to stop bullying will be counseling, parental contact, peer mediation, detentions, removal of privileges, suspension or police contact.

HOW SERIOUSLY ARE THREATS TAKEN?

All threats and attempts to intimidate others will be taken seriously and investigated. Appropriate steps will be taken to ensure that the behaviour stops and students feel safe while here at school. Administration needs to be made aware of any threats so that the threats can be investigated.

SURVEILLANCE CAMERAS

For the protection of students and staff, Niagara Catholic District School Board Secondary Schools have surveillance cameras that monitor the main school building and sections of the school grounds on a 24 hour basis.



WHAT DO I DO IF …

I AM ABSENT FROM SCHOOL?
Have a parent call the school, the night before or by 7:30 a.m. the following morning. If contact is not made between home and school a call will go home in the evening from the attendance computer requesting contact.

I AM LATE FOR SCHOOL?
If you arrive before 8:30 am, report directly to your period 1 class. If you arrive after 8:30 am or at any other point during the day, sign in at the Attendance Office to get a late slip and proceed directly to class.

I HAVE TO LEAVE DURING THE DAY?
Bring a note from your parents to the Attendance Office before 7:55 a.m. to obtain a dismissal slip then when you leave the school sign out at the attendance office. If you return the same day, sign in upon your return.

I HAVE A PERSONAL PROBLEM THAT I NEED TO TALK ABOUT?
See a Teacher, the Principal, Vice-principal, a Guidance Counselor, a Child and Youth Worker, the Chaplain or any adult member on staff.

I NEED TO USE THE PHONE?
Use the phone located in the Main Office or in Attendance.

I WANT TO CHANGE MY TIMETABLE?
Consult a Guidance Counselor in Student Services.

I FEEL TOO ILL TO STAY IN CLASS?
Ask for permission to go to the office. Arrangements will be made to have your parents pick you up.

I LOSE SOMETHING OF VALUE?
Check the Lost and Found in the Main Office. Put your name in all your books and valuables. Do not give out your lock combination to anybody! Never bring valuables to school or the changeroom and always keep your money on your person. Schools will not be responsible for any lost or stolen items.

Students who find personal articles or textbooks on school property are asked to bring them to the Main Office.

I LOSE MY LOCK?
Purchase a new lock in the Attendance Office for a nominal fee.

I SUSPECT THEFT / VANDALISM / HARASSMENT / BULLYING / ETC …?
Report the incident to the principal or vice-principal immediately.

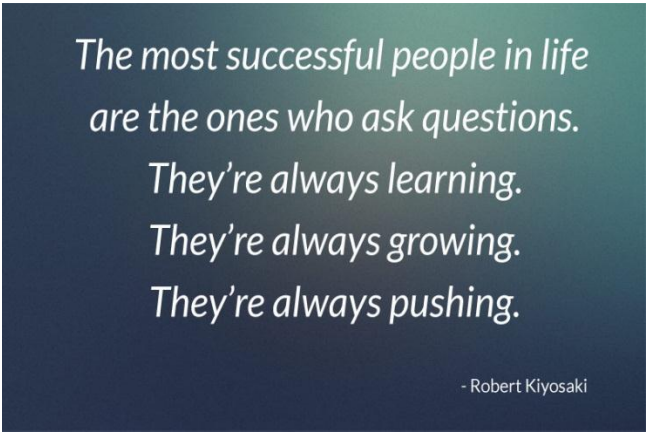
WHAT DO I DO IF …

I RECEIVE AN OFFICE DETENTION?
Detentions take precedence over any co-curricular activity. Students who miss a detention will receive two detentions. If they miss any further detentions, a suspension will occur for persistent opposition to authority.

I FIND A COURSE (OR COURSES) TOO DIFFICULT/ EASY?
First talk to your subject teacher and your parents. Then make an appointment to see a Guidance Counselor in Student Services. You must have 24 credits before you may have a Study Period.

I NEED HOMEWORK BECAUSE I WILL BE AWAY FROM SCHOOL?
Homework requests may be made at the main or attendance office for student absences greater than three days. Students are responsible for getting homework from another student in their classes when the absence will be three days or less.

MY PARENTS HAVE A CONCERN?
Parents are to address classroom concerns directly to the classroom teacher prior to contacting administration. Anonymous complaints/concerns or unsigned letters will not be entertained.


The most successful people in life
are the ones who ask questions.
They're always learning.
They're always growing.
They're always pushing.
- Robert Kiyosaki

RELIGION AND CHRISTIAN COMMUNITY SERVICE

CHAPLAINCY

The Chaplain is available to support and guide all members of the school community on their faith journey. In order to do this the Chaplain provides the following services:

- Leader of Chaplaincy Team
- Opportunities for Prayer, Sacraments and Celebrations of the Eucharist
- Pastoral Counselling
- Conflict Mediation
- Resource for Student Projects, Prayer Services and Class Discussion and Retreats

By calling forth the talents and gifts of students and staff, the Chaplain encourages a strong sense of Christian community in our school. Fostering both a sense of caring and of social justice, the Chaplain shares in what makes our school a special experience for all who are a part of the Catholic High School. Students are welcome to drop by the Chaplain's office at any time.

CHAPLAIN'S CREW

Students who would like to develop their Christian Leadership skills and share their faith within our school community may join this club. Under the leadership of our Chaplain, the goal is to enhance the spiritual life of our school through such activities as Liturgies, Prayer Services, Social Justice, Retreats, peer support and special projects.

CHRISTIAN COMMUNITY SERVICE POLICY #400.3

Christian Community Service is a service one gives to the community. It is service spent on community projects, which could be of a cultural, humanitarian, athletic or fund-raising nature. Students will be expected to select an activity that meets the criteria as described in the Niagara Catholic District School Board Information Brochure and the Guiding Principles for Christian Community Service. Community involvement activity hours, mandated by the Ministry of Education as part of the requirements for an Ontario Secondary School Diploma (OSSD), may not necessarily follow the Guiding Principles of Christian Community Service. Although valid and important experiences, these activities will not be recognized for Christian Community Service within the Religious Education class, although the hours still may count toward the 40 volunteer hours needed for graduation.

The Christian Community Service Activities Form must be submitted to the school by the required date as communicated by the school Religious Education Department staff, in conjunction with the Student Services Department. Religious Education Department staff will verify that the identified service activity meets the criteria of Christian Community Service, approve the Completion of Christian Community Services Activities Form, and forward the forms to Student Services to input the completed hours into the student's Maplewood profile.

If a student enrolled in a Niagara Catholic secondary school is interested in completing his/her Christian Community Service over the summer, or in a semester in which he/she does not take a Religious Education course, the student must complete a Notification of Planned Christian Community Service Activities form and submit it to the Program Chair of Religious Education prior to the beginning of the summer holidays or the semester the student is enrolled in the Religious Education course for pre-approval.

RELIGION AND CHRISTIAN COMMUNITY SERVICE

APPROPRIATE CHRISTIAN COMMUNITY SERVICE PLACEMENTS

In keeping with the mission, vision and values of the Niagara Catholic District School Board, the following service placements constitute Christian Community Service:

- Catholic/Christian social service agencies or social justice groups
- Coaching minor sports
- Fundraising for non-profit organizations
- Hospitals and Hospices
- Journey Retreat Leaders (before and after school hours);
- Parish Ministries, Local Food Banks, Homeless Shelters, Community Care, Eldery Residences, Refugee Centres or Nursing homes
- Pilgrimage, Starvathon, or any school activities designated toward raising money for developing countries
- Service clubs or Unpaid academic tutoring
- Volunteering at the Humane Society

Any activities that do not fall within the scope of the examples listed above must be approved by the Secondary School Principal.

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD INELIGIBLE ACTIVITIES:

- Any activity that takes place during school (note: lunch and spares are excluded from this provision)
- Activities completed for reward (i.e. bonus marks)
- Work normally done for a wage or any form of payment
- Work required for a course in which the student is enrolled
- Baby-sitting, shovelling snow, raking leaves for family or friend
- Any activity that provides direct financial benefit or other gain (political, social, etc.) to the student or to the student's family/relatives
- Any activity that provides direct financial benefit or other gain (political, social, etc.) to the student or to the student's family
- Any association with an organization or an activity that conflicts with the ethical standards and teachings of the Catholic Church
- Scorekeeping/managing school teams during the school instructional day
- Alternative placement hours in lieu of suspension and/or detention as initiated/coordinated by school administration.

It is the primary responsibility of the student, with help from parents, to seek out and complete eligible Christian community service, however, the Guidance Department and Chaplain will regularly make announcements and maintain bulletin boards around the school providing students with possible volunteer opportunities. There are opportunities within our own school (pilgrimage, parent nights, social service activities) and the broader Community (Project Share, Parish's, Service Clubs) are often seeking students to assist with fundraisers and special events throughout the year.

Students may pick up Community Service forms on which to record their hours from the main office, their religion teacher or from the Chaplain. Grads must have their hours completed no later than the end of May.

RELIGION AND CHRISTIAN COMMUNITY SERVICE

MASSES

School masses and liturgies are compulsory parts of the school program. Students must attend all assemblies, school masses and liturgies. Students who skip mass and liturgies will be suspended from school. All students are required to select and successfully complete a religious education credit course for each year of enrolment and participate in Religious celebrations and activities in order to participate in school graduation ceremonies and receive the Catholic High School Diploma.

RELIGIOUS ACCOMMODATION POLICY #100.10.1

The Niagara Catholic District School Board is committed to the values of freedom of religion and freedom from discriminatory or harassing behaviours based on religion and will take all reasonable steps to provide religious accommodations within the legal rights afforded to the Catholic school system. Such accommodations will be provided to staff, students and their families. All accommodation requests will be taken seriously. No person will be penalized for making an accommodation request.

For many students and staff of the Board, there are a number of areas where the practice of their religion will result in a request for accommodation on the part of the school and/or the Board. These areas include, but are not limited to the following:

- School opening and closing exercises
- Leave of Absence for Religious Holy Days
- Prayer
- Dietary requirements
- Fasting
- Religious dress
- Modesty requirements in physical education
- Participation in daily activities and curriculum

RELIGIOUS STUDIES AND RETREATS

All students must participate in scheduled liturgies, prayer services, and retreats and successfully complete courses in Religious Studies each year. Ten hours of Christian Community Service and a reflection paper are part of each Religious Study course. The Christian Community Service hours will satisfy the Ministry's graduation expectation for community service requirement. Students must successfully complete their Christian Community Service and reflection paper in each year of study in order to participate in the school's graduation ceremony and prom.

Students of each grade level are required to participate on a retreat with his/her class. For specific conflicts, the Chaplain may allow the student to attend a retreat with another class. Only the Principal can excuse a student from attending a retreat.

ASSESSMENT, EVALUATION & ACADEMIC INTEGRITY

ACADEMIC ACHIEVEMENT
Students in grades 9, 10, and 11 will take 8 credits, 4 credits per semester. Students in grade 12 will take a minimum of 6 credits. A student will have earned 24 credits before a study period becomes part of his/her timetable. Students are expected to work to their potential in all classes and complete all tasks as assigned.

ACADEMIC INTEGRITY
Students must understand that the tests/exams they complete and the assignments they submit for evaluation must be their own work and that cheating and plagiarism will not be condoned.

ASSESSMENT, EVALUATION, REPORTING, AND HOMEWORK POLICY #301.10
To ensure student success in assessment, evaluation, and reporting, practices will be rooted in the Ontario Catholic School Graduate Expectations so that all students can become self-directed, responsible, lifelong learners. The board promotes a family-friendly homework approach to support the achievement of all students.

The Niagara Catholic District School Board upholds the value of academic integrity for all members of its educational community. Academic integrity is a commitment to honesty, trust, and fairness. Assessment, evaluation and reporting in all Catholic schools in the Niagara Catholic Board will be based on the current Growing Success Document.

ACCORDING TO THE GROWING SUCCESS DOCUMENT
"To ensure equity for all students, assignments for evaluation and tests or exams are to be completed, whenever possible, under the supervision of a teacher. Assignments for evaluation must not include ongoing homework that students do in order to consolidate their knowledge and skills or to prepare for the next class." *(Ministry of Education, 2010, p. 39)*

DEFINITION OF AN ASSIGNMENT
An assignment for evaluation is considered to be any academic piece that is submitted in any form for assessment and evaluation. "Student products may be in the form of tests or exams and/or assignments for evaluation."*(Ministry of Education, 2010, p.39)*

PREVENTION OF CHEATING AND PLAGIARISM
In an attempt to prevent instances of cheating and plagiarism, and to develop students' research and literacy skills, it is expected that school staff will develop strategies to eliminate the incidence of cheating and plagiarism and integrate these strategies into instruction in an atmosphere of trust and support.

Cheating is the use, the attempted use, or the giving of unauthorized assistance, material, or study aids in any academic work. Examples of cheating include, but are not limited to: using a cheat sheet, altering a graded assessment, knowingly allowing another student to use one's test responses, and other forms as determined by the classroom teacher.

ASSESSMENT, EVALUATION, AND ACADEMIC INTEGRITY

The Ministry of Education defines Plagiarism as: "The use or close imitation of the language and thoughts of another without attribution, in order to represent them as one's own original work." *(Ministry of Education, 2010, p. 151)*

EXAMPLES OF CHEATING AND PLAGIARISM

- a student does not cite work that has been summarized, paraphrased, or directly quoted in whole or in part
- a student that copies and pastes information from an electronic source (e.g. the internet) without quotations and without citing the source(s)
- a student submits acquired/purchased essays, and/or other works as their own
- a student copying from another student(s)
- a student making information available to other student(s) knowing that this is to be submitted as the borrower's own work
- a student in possession of unauthorized material during an evaluation such as assignments, tests, examinations, performance task, etc.
- a student resubmitting one's own work that was previously evaluated

CONSEQUENCES FOR CHEATING AND PLAGIARISM

When issuing consequences for Cheating/Plagiarism, the Ministry of Education makes the following statement that teachers and or school administrators are asked to consider:

This policy reflects a continuum of behavioural and academic responses and consequences, based on at least the following four factors

1. the individual circumstances of the student
2. the grade level of the student
3. the maturity of the student
4. the number and frequency of incidents

(Ministry of Education, 2010, p. 43)

REPORTING OF CHEATING AND PLAGIARISM

All incidents of plagiarism/cheating must be reported to the school administration and parent(s)/guardian(s) by the classroom teacher and will be noted officially by the teacher/principal in the Student Management System (i.e. Maplewood). These consequences do not apply to examinations. Students, who continue to plagiarize, will receive additional consequences as determined by the school's administration such as, but not limited to: loss of participation in co-curricular activities, detentions, suspensions and putting graduation at risk.

Schools will employ a variety of methods in order to identify instances of cheating and plagiarism. These methods may include, but are not limited to:

- teacher monitoring based on professional judgment and knowledge of individual student's work, writing style etc.
- conducting internet searches to identify possible sources of student work
- collaboration between teachers, library technicians, Principals and Vice-Principals in tracing questionable information
- the use of third party plagiarism tracking software (if available)

ASSESSMENT, EVALUATION, AND ACADEMIC INTEGRITY

UNINTENTIONAL CHEATING OR PLAGIARIZING	INTENTIONAL CHEATING AND PLAGIARIZING
Unintentional Cheating or Plagiarizing • If in the professional judgement of the teacher, in conjunction with the Principal and/or Vice-Principal if it is found that the student unintentionally cheated or plagiarized, the student will receive the mark of "0" for the cheated/plagiarized work submitted. • The student is expected to rewrite the cheated/plagiarized assignment so as to determine the student's achievement of the overall expectations. For the rewrite, the student will conference with the classroom teacher, review the assignment, and receive a new topic that reflects expectations of the original assignment. Once the rewritten assignment is evaluated, the new mark will replace the "0" assigned to the plagiarized/cheated assignment. If the student decides not to rewrite the assignment, the assigned mark of "0" on the plagiarized/cheated assignment will stand.	**Intentional Cheating and Plagiarizing** • If in the professional judgement of the teacher, in conjunction with the Principal and/or Vice-Principal, if it is found that the student intentionally cheated or plagiarized, the student will receive a mark of "0" for that assignment. • The Principal and/or Vice-Principal, in consultation with the classroom teacher, will determine if a rewrite of the cheated / plagiarized assignment will take place. • If a rewrite is allowed to occur, the student will conference with the classroom teacher, review the assignment, and receive a new topic that reflects expectations of the original assignment. When the rewritten assignment is evaluated, the new mark (with a suggested penalty deductions of up to 5% for Grades 7 and 8 students, 10% for Grades 9 and 10 students and 15% for Grades 11 and12 students) will replace the "0" assigned to the cheated/plagiarized assignment. If the student decides not to rewrite the assignment, the assigned mark of "0" on the plagiarized/cheated assignment will stand.

COMMUNICATION

Communication of student progress to both the student and his/her parents is essential in ensuring academic success. One of the ways that this can be accomplished is through the use of regular Maplewood printouts which are supplied to the student at various dates throughout the semester. The printouts are to be brought home to parents. Teachers may request that the printouts be returned, signed by a parent so that the teacher is sure that parents, have received, and are aware of their child's academic progress.

ASSESSMENT, EVALUATION, AND ACADEMIC INTEGRITY

EXAMINATIONS

Examinations shall be 1.5 hours to 2 hours in length. In some courses, a final examination is not required and will be replaced by additional project(s), performance tasks, or a practical examination. Formal examinations will not be rescheduled to accommodate vacation or student work schedules. Cell phone use during examination periods will result in an automatic zero and will be confiscated and kept in the main office until a parent comes to retrieve the phone. A student who fails to appear at the assigned time without a medical certificate, or other reasons deemed acceptable by the Principal will be given a mark of zero.

If a student is found to have intentionally cheated and/or plagiarized on a Mid-Term Examination, Final Examination, or any other assignment that is part of the Final Culminating Task, the student will receive a mark of "0" on these evaluation assessments and there will be no opportunity for a rewrite.

School Administration will determine if there are any mitigating factors prior to issuing consequences that may include (but are not limited to):

- the individual circumstances of the student,
- the grade level of the student, and
- the maturity of the student.

REPORTING

Teachers will initiate contact with parents for a variety of academic/behavioural reasons. Parents should feel free to initiate contact the teacher at any point during the semester either via phone or email. Early Warning reports will be issued to students after the first 3 weeks of each semester to all Grade 9 students and also any Grade 10, 11 and 12 students who are at risk of failing a course.

MID-TERM AND FINAL REPORT CARDS

Mid-Term and Final Report Cards will be issued or mailed to students during each semester. Please refer to the Important Dates page for distribution information.

MARKBOOK REPORTS

Markbook reports will be issued to all students throughout each semester and will be sent home prior to midterm Parent-Teacher-Student Conferences held after 6 weeks of classes in each semester (see Important Dates page). Parents may also request Markbook reports at any time throughout the school year.

ASSESSMENT, EVALUATION, AND ACADEMIC INTEGRITY

LATE AND MISSED ASSIGNMENTS

The Ministry of Education addresses Late and Missed assignments when it states:
"It must be made clear to students early in the school year that they are responsible not only for their behaviour in the classroom and the school but also for providing evidence of their achievement of the overall expectations within the time frame specified by the teacher, and in a form approved by the teacher. Students must understand that there will be consequences for not completing assignments for evaluation or for submitting those assignments late. Where in the teacher's professional judgement it is appropriate to do so, a number of strategies may be used to help prevent and/or address late and missed assignments." *(Ministry of Education, 2010, p. 43)*

THE MEANING AND USE OF "I" – Grades 1 to10
"For Grades 1 to 10, the code "I" may be used in a mark book and/or on a student's report card, including the final report card, to indicate that insufficient evidence is available to determine a letter grade or percentage mark. For the report card, teachers will use their professional judgement to determine when the use of "I" is appropriate and in the best interests of the student.

For example, teachers may find it appropriate to use "I" when evidence of a student's achievement is insufficient because the student has enrolled in the school very recently or because there were issues or extenuating circumstances beyond the student's control, such as protracted illness, that affected his or her attendance and/or ability to provide sufficient evidence of achievement of the overall expectations.

In Grades 9 and 10, a student who receives an "I" on the final report card to indicate insufficient evidence will not receive a credit for the course. However, there may be instances where students in Grades 9 and 10 who receive an "I" on their final report card may be considered for credit recovery. These are cases where, in the professional judgement of the teacher, evidence of achievement is available for at least a few overall expectations, on the basis of which it is possible to identify the remaining expectations that must be addressed and to design a credit recovery program." *(Ministry of Education, 2010, p. 43)*

MARK DEDUCTION

Teachers and school administration are asked to consider the following statement from the Ministry of Education in regards to mark deduction:
"Ensure that mark deduction will not result in a percentage mark that, in the professional judgment of the teacher, misrepresents the student's actual achievement." *(Ministry of Education, 2010, p. 44)*

Therefore, once it has been clearly demonstrated that, the appropriate preventative strategies have been implemented, a teacher may, in consultation with the student, parent and/or school administration, deduct marks for the late/missed assignments.

ASSESSMENT, EVALUATION, AND ACADEMIC INTEGRITY

Please note that the deduction of marks for late/missed assignments can only occur for assignments submitted for assessment and evaluation that will be used for reporting of student achievement in the determination of a student's final grade.

Grades 9 to 10

- Mark deduction will be limited to 2% per day to a maximum of 10% total deduction in the professional judgement of the teacher.
- If an assignment for evaluation has been evaluated and returned to the class, the student who has not submitted this assignment will receive a new topic reflecting the original assignment in consultation with the teacher.
- Until an assignment has been submitted, the code "I" or "0", whichever is appropriate in the professional judgement of the teacher, may be used in a mark book to indicate that an assignment is late or missed.
- If the student fails to submit the missed or late assignment one week prior to the end of the semester the teacher may, in consultation with the student, parent and school administration, deduct the full value of the assignment based on the teacher's professional judgement.

Grades 11 to 12

- Mark deduction will be limited to 3% per day to a maximum of 15% in the professional judgement of the teacher.
- If an assessment of learning piece has been evaluated and returned to the class, a student who has not submitted this assignment will receive a new topic reflecting the original assignment in consultation with the teacher.
- Until an assignment has been submitted, the code "I" or "0", whichever is appropriate in the professional judgement of the teacher, may be used in a mark book to indicate that an assignment is late or missed.
- If the student fails to submit the missed or late assignment one week prior to the end of the semester the teacher may, in consultation with the student, parent and school administration, deduct the full value of the assignment based on the teacher's professional judgement provided that a number of strategies have been used by the classroom teacher to prevent and/or address late and missed assignments.

LOWER LIMIT FOR GRADES 9 TO 12

The Ministry of Education makes the following statements:

- "For Grades 9 to 12, teachers will use percentage marks to indicate achievement below 50 per cent."
- Individual boards will work collaboratively with their school communities to determine the *lower limit* of the range of percentage marks below 50 per cent that teachers may record on the report cards of students in Grades 9 to 12. It is important that a consistent approach is adopted among all the schools of a board." *(Ministry of Education, 2010, p. 41)*
- A student that has not successfully achieved the Overall Expectations of a course will be deemed unsuccessful in the course and may be assigned a grade ranging from 30% to 45% in the professional judgement of the teacher.
- At no time shall a grade below 30% or from 46% to 49% appear on the Ontario Provincial Report Card (Mid-Term and Final Report Card).

ASSESSMENT, EVALUATION, AND ACADEMIC INTEGRITY

HOMEWORK

"Work that students do at home to practice skills, consolidates knowledge and skills, and/or prepare for the next class."

ACCORDING TO *GROWING SUCCESS (MINISTRY OF EDUCATION, 2010)*

- "Completion of homework is learning and work habit behaviour" (p. 34)
- "To ensure equity for all students, assignments for evaluation and tests or exams are to be completed, whenever possible, under the supervision of a teacher" (p. 39)
- "Assignments for evaluation must not include ongoing homework that students do in order to consolidate their knowledge and skills or to prepare for the next class" (p. 39)
- Examples of assignments for evaluation include such items as Science Fair projects, Heritage Fair, speeches, etc.
- "Homework tasks designed to help students practice and consolidate new learning can also provide assessment information that both teachers and students can use to adjust instruction and focus learning" (p. 34)

HOMEWORK AND ASSIGNMENTS DURING STATUTORY / BOARD HOLIDAYS OR PROFESSIONAL ACTIVITY DAYS

- Students will not be assigned homework for completion during Statutory / Board holidays or Professional Activity Days as per the Board's school year calendar,
- Students will not be given an assignment for completion prior to Statutory / Board holidays or Professional Activity Days where it is expected that the assignment is to be submitted for evaluation within three (3) school days following Statutory / Board holidays or Professional Activity Days as per the Board's school year calendar.

ONTARIO SECONDARY SCHOOL LITERACY TEST (OSSLT)

The purpose of the Ontario Secondary School Literacy Test (OSSLT) is to ensure that students have acquired the essential reading and writing skills that apply to all subject areas in the provincial curriculum up to the end of Grade 9. All students who are working toward an Ontario Secondary School Diploma are required to write the OSSLT in Grade 10. Students who have been eligible to write the OSSLT at least twice and have been unsuccessful at least once are eligible to fulfill the requirement through the Ontario Secondary School Literacy Course (OSSLC). EQAO will be offering eligible students the opportunity to write the OSSLT online for the first time next school year. Though voluntary, this administration will count as a formal attempt to fulfill the literacy requirement. The two dates to write the OSSLT on-line are November 17 and November 24. The written OSSLT will take place on March 31, 2016.

EQAO MATHEMATICS

The assessment evaluates knowledge and skills that the Ontario Curriculum expects students to have learned by the end of Grade 9. Some expectations cannot be appropriately assessed with the limits of a large-scale assessment and are therefore not included. The EQAO Mathematics Provincial Test will be administered at the end of both semesters.

CATHOLIC STUDENT AWARD

AWARD ELIGIBILITY

At Niagara Catholic District School Board Secondary Schools, all students are engaged in curricular and co-curricular activities infused with faith have a philosophy that all activities co-exist in mind, body and spirit. To be considered as a candidate for co-curricular, athletic, grade level academic and graduate awards, a student must be in good standing as a representative of our school's mind, body, spirit mission statement in the context of the religious values and philosophy of the Niagara Catholic District School Board.

Eligibility for an award is contingent upon students meeting the Ontario Catholic school graduate expectations inclusive of participation in faith activities and religious celebrations; and attainment of required faith community volunteer hours in conjunction with the policies of the Niagara Catholic District School Board.

ONTARIO SCHOLAR

A student may be designated an Ontario Scholar if they obtain an aggregate of 480 marks in grade 12 in any combination of six ministry approved courses and has been recommended by the Principal for the Ontario Secondary School Diploma.

PRINCIPAL'S HONOUR ROLL

To qualify to be placed on the Principal's Honour Roll, students must meet the following

- an overall average for the school year must be 80% or greater
- students must complete the minimum credits as displayed below: grade 9 -minimum 8 credits grade 10 -minimum 8 credits grade 11 -minimum 8 credits grade 12 -minimum 6 credits

SELECTION OF THE VALEDICTORIAN

The Valedictorian is the student selected from the graduating class to deliver the valedictory address at the Catholic Faith-Based Graduation Ceremony. The position is both a great honour and a responsibility as the student selected is deemed to be the best representative of what it means to be a Catholic school graduate having exceeded the Ontario Catholic School Graduate Expectations and demonstrated academic excellence. There are three considerations in the selection process including the following:

1. Academic achievement,
2. Graduation profile and
3. Voting by the graduating class

ACADEMIC ACHIEVEMENT

Candidates will be selected from among the five students who have the highest aggregate mark over 30 courses from their first attempt in the

i. eighteen compulsory credits; and
ii. Religion credits completed in each year of attendance; and
iii. Eight (or the remainder comprised of) optional credits as approved by a Niagara Catholic high school. Marks used from the second semester of the graduating year will be from the Mid-Term Report Card.

CATHOLIC STUDENT AWARD

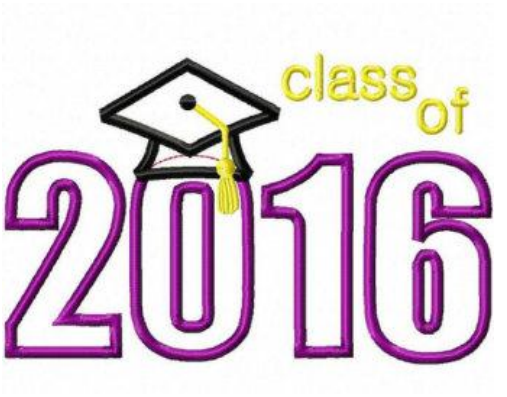
GRADUATION PROFILE
The five graduates with the highest academic achievement will be invited to complete a Graduation Profile, which will be posted outside of Student Services.

VOTING BY THE GRADUATING CLASS
The current graduating class will vote for candidates who submit a Graduation Profile. Students will rank their top three choices. Candidates will receive 3 for a first choice vote, 2 for a second place vote, and1 for a third place vote. These results will be tabulated. The Valedictorian will be the student with the highest score.

The Valedictory Address is to be submitted for review and approval by the Principal two weeks prior to Graduation.

SALUTATORIAN
The student receiving the next highest score shall be the Salutatorian. The salutatorian will welcome guests to the Catholic Faith-Based Graduation Ceremony on behalf of the graduating class.

GRADUATION
Students who qualify for graduation will be invited by the Principal to participate in faith-based Catholic graduation ceremonies providing they meet all of the Ministry of Education, Board and school-based graduation expectations. The expectations include, but are not limited to, participation in religious education and faith life activities, being a student in good standing and fulfilling the Ontario Catholic School Graduate Expectations as endorsed by the Niagara Catholic District School Board



CO-CURRICULAR ACTIVITIES AND CLUBS

CO-CURRICULAR ACTIVITIES

Niagara Catholic District School Board secondary schools recognize the benefit of co-curricular involvement and encourage all students to participate in at least one activity. The activity, however, must never be an excuse for unauthorized absences from class or from fulfilling academic requirements.

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ACADEMIC STANDING

All students participating in athletics or any other co-curricular activity must meet the criteria for academic standing, attendance and behaviour. Students must take a minimum of 3 credit courses to be eligible for interschool athletics during a semester. All students participating in any activity must meet all ZONE, SOSSA and OFSAA regulations.

Students who have failed one or more credits in the last formal reporting period will be placed on immediate eligibility probation. Academic standing in the current semester will be reviewed at the early warning and mid-term reports. Academic reviews can also be initiated by a classroom teacher, coach or administrator at any time.

ATTENDANCE

Attendance is one of the keys to academic success. In order to practice or participate in a co-curricular activity, a student must attend and be punctual in all classes. If you are too ill to attend classes, you are too ill to participate. Students not in full attendance at classes will be barred from participation.

BEHAVIOUR

Definition: One who is an athlete/participant is considered under the circumstances that one is committed to athletic and or club activity. Each is expected to compete and participate to the best of his or her capability.

Representing Niagara Catholic District School Board Secondary Schools is an honour and a privilege. Students are expected to behave in a manner that follows the guidelines of our school's Code of Conduct. The coaches support a zero tolerance policy with regard to the use of drugs, alcohol, etc.

ALL CODE OF CONDUCT RULES COMPLIMENT THE RULES BELOW

- FAIR PLAY is every participant's top priority on and off the field/area. Please see our Fair Play policy posted in the gymnasium. This policy will be followed by all home and away events.
- Play and participate for the love and enjoyment of the activity.
- Respect the efforts and accomplishments of both your teammates and opponents.
- Respect team officials, coaches, spectators and event organizers.
- Respect the facility in which you visit, play, perform and participate in.
- Respect the rules and objective of the game and or activity.
- During a sporting tournament or other school-sanctioned event, drugs and alcohol will not be tolerated. All code of conduct rules will apply.
- Player or participant cannot miss class on the day of an event. Must report to all classes prior to dismissal for that day.
- Player or participant cannot miss practice on a regular basis if he/she wants to play.

CO-CURRICULAR ACTIVITIES AND CLUBS

*In the event of a participant quitting the co-curricular program, they will be referred to their coach to discuss the reason as to why the participant quit.

Reasons are as follows:

1. Participant quits to play another sport (not acceptable – the principal has the final say)
2. Participant quits for personal reasons
3. Participant quits because of lack of playing time.
4. Academic failures (more than two) … may not be referred.

If a participant is removed from a team or duly consequenced by a coach, that player will be removed from the team or club. A 24 hour cooling off period will be enforced until the panel has heard from all sides. Parents shall not contact the teacher/coach before this period. Participant may be banned indefinitely depending on the severity of the situation.

EXPECTATIONS OF PARENTS:

- Parents are to follow the **Fair Play** policy that is posted in all the gyms. Any parent that does not obey these rules will be asked to leave.
- Parents of athletes are asked to support their son or daughter while they are participating.
- Parents should continue to support their children with their sport or activity.
- Parents should let the coaches coach their children; leave the coaching duties up to the teacher/coach/moderator.
- Parents should not encourage inappropriate behaviour or exclusion towards others who do not receive as much playing time.
- Parents are asked to take the 24hrs cooling off period before approaching a coach/moderator regarding any issue.

Please remember: the coach is a teacher first and a **volunteer** coach second.

CO-CURRICULAR INVOLVEMENT ACADEMIC ELIGIBILITY

All students participating in athletics or any other co-curricular activity must meet the following criteria for academic standing, attendance, and behavior.

- A student must be a full-time student in order to participate in any co-curricular program.
- Full-time status is defined as a minimum load of 3 courses per semester, unless a student has accumulated 28 credits. If a student has failed two or more credits in the last formal reporting period the student's eligibility will be reviewed by the school administration.
- If a student has failed one credit, the student is eligible but should be placed on probation with the understanding that the coach/moderator and teacher will closely monitor him /her.
- A student must have an acceptable attendance record, be punctual for all classes, and work to their academic potential.

Students who are absent for part of, or an entire day, will not be allowed to take part in any co-curricular activities or events associated with the school unless satisfactory verification is received prior to the event or activity that day. A student may be asked to withdraw from a team or club if the above requirements are not met.

CO-CURRICULAR ACTIVITIES AND CLUBS

ATHLETICS
The students of Niagara Catholic District School Board Secondary Schools will have the opportunity to participate in a variety of interscholastic sports. Teams will be entered in the junior and senior divisions in most sports. Other activities may be organized as student interest evolves. Below are examples of sports played during each season.

FALL SPORTS
- Basketball – Girls
- Football
- Cross Country
- Golf
- Swimming
- Cheerleading
- Tennis
- Gymnastics
- Volleyball - Boys
- Rowing

WINTER SPORTS
- Badminton
- Ski Club
- Figure Skating
- Swimming
- Wrestling
- Basketball – Boys
- Volleyball - Girls
- Hockey
- Curling
- Rowing

SPRING SPORTS
- Soccer
- Softball - Girls
- Rugby
- Rowing
- Track and Field
- Baseball – Boys
- Lacrosse

OFSAA TRANSFER POLICY
Students who transfer from another secondary school need to apply for eligibility to compete in sports that they have participated in during the previous twelve months.

To be eligible to play for a school following a transfer, a student must satisfy one of the following criteria:
- There has been a change in legal residence to within the boundaries of the accepting school area by the student's parent or legal guardian
- The student did not participate in any sports at the interschool level in the previous twelve months
- The student has transferred from a non-semestered to a semestered school and is within one semester of graduation;
- A programming need required a transfer
- An exceptional reason exists

Students who wish to participate in athletics at our school after having transferred from another school are asked to see the Program Chair of Physical Education, as soon as possible.

CO-CURRICULAR ACTIVITIES AND CLUBS

CLUBS

Niagara Catholic District School Board Secondary Schools will provide a variety of co-instructional programs to meet the diverse needs and interests of students to motivate and nurture involvement in school life. Further clubs and organizations will evolve as student interest and needs develop throughout the year.

POSSIBLE CLUBS OFFERED AT THE SCHOOL

Adopt a Road	Amnesty International	Art Club
Athletic Club	Book Club	Chaplain's Crew
Dance Club	Debate Team	Drama Production
Drum Circle and Line	Anime	Eco Action Team
Film Club	F.U.E.L.	Languages Contest
Mathletes	Astronomy Club	Band and Choir
Model UN Debating	OSAID	Newspaper
Painting Club	Peer Acceptance Club	Peer Tutors
Photography Club	Pilgrimage Committee	Robotics
Auto Club	School Reach	Ski Club
Chess Club	Video Game Club	Newspaper Club
Starvathon	Student Council	Tech Crew
Parades/Floats	Prefects	Social Justice

POSSIBLE SPECIAL EVENTS

Battle of the Bands	International Food Festival	Pilgrimage
Ski Trips	Stair Climb for Cancer	Terry Fox Run
Christmas Food Drive	Development & Peace	Clothing and Toy Drive
Christmas Parade	Share Lent	Tech. Skills Competition
Rankin Run	Relay for Life	Thanksgiving Food Drive
Mental Health Fair	Mayor's Prayer Breakfast	Backpacks for Hope

ATHLETIC COUNCIL

Catholic High Schools with an Athletic Council are responsible for recognizing our athletes during the fall and winter/spring assemblies. It is responsible for BBQ's, sporting events and other activities as part of its fundraising. At the end of the year the Athletic Council also organizes an Athletic Banquet to celebrate student participation in athletics.

BUY-INS FOR CO-CURRICULAR EVENTS

If students are unable to purchase a ticket to attend a scheduled event during the school day, they must remain in class. Students may never buy out of class to leave the school property or to go home. Failure to comply with this policy will result in losing "buying in" privileges for the remainder of the school year.

CRIMINAL BACKGROUND CHECK POLICY – SAFE SCHOOLS POLICY #302.6.7

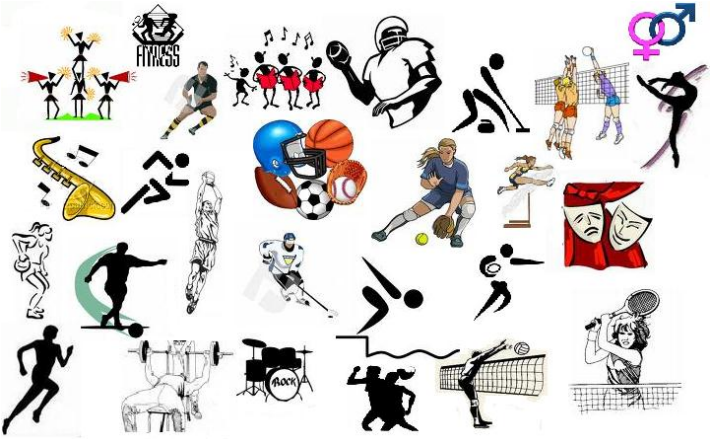
The Niagara Catholic District School Board is in a position of trust and must strive to protect the well-being of students. The Niagara Catholic District School Board shall implement the requirements for the collection of personal information as described in Regulation 521/01 of the Education Act. The Board shall not employ or continue to employ persons who have a criminal record, which demonstrate an unacceptable level of risk to students.

CO-CURRICULAR ACTIVITIES AND CLUBS

EDUCATIONAL FIELD TRIPS, EXCHANGES & EXCURSIONS POLICY - 400.2
In keeping with the mission, vision and values of the Niagara Catholic District School Board, the board recognizes the value of out of school experiences, encourages their use as a part of the total educational program for all students, and supports the participation of students and staff in worthwhile activities and programs off school premises.
While on educational field trips students are expected to conduct and behave themselves as if they were in school. Educational field trips are an extension of the school day and consequences may be assigned if behaviour is deemed inappropriate.

All education field trips shall be supervised by a teacher or any employee of the board, unless otherwise approved by the principal.

GYMNASIUM/WEIGHT ROOM USE
For the safety of our students, our school gymnasium is available for **supervised** physical activities only. This means that students, although encouraged to be physically active, may only use the gymnasiums with teacher/adult supervision. Students are reminded that appropriate clothing and footwear are required to participate in these areas.



CATHOLIC UNIFORM AND DRESS CODE

DRESS CODE – SECONDARY UNIFORM POLICY # 302.6.6

UNIFORM GENERAL PRINCIPLES

Uniform policy is stated to assist students to meet expectations, and to inform parents. A general policy cannot detail all the possible situations. The Administration will interpret the application of the general policy to any particular situation and the decision is final.

Uniform regulations take effect on the first day of school in September until the last day of classes in June. The uniform is traditional at each Catholic high school and creates a positive atmosphere for learning. Students are to be in proper school uniform upon arrival at school "all day, every day" until the end of the school day. "All day, every day" includes spare and lunch periods.

STANDARDIZED SECONDARY STUDENT UNIFORM COMPLIANCE

Niagara Catholic's secondary uniform requires that all students arrive at school daily and/or for special school related community events dressed in the required secondary uniform. Compliance by all secondary students registered with Niagara Catholic is expected as determined by the Principal or Vice Principal. As determined by the Principal or Vice Principal, students who do not comply with the secondary uniform expectations will be consequenced according to school guidelines and will either:

- prohibit the school registration as a secondary student
- loss of privilege to wear an approved uniform item
- result in progressive disciplinary consequences

The following progressive disciplinary consequences will be followed, at a minimum, by all Niagara Catholic secondary schools. Any consequences beyond those listed below or out of the progressive discipline sequence will be at the discretion of the Principal following consultation with the appropriate Family of Schools' Superintendent. At a minimum and in addition to the following, if the secondary student is not in compliance with the secondary uniform, parents and guardians will be contacted to bring the required uniform item(s) to school.

SECONDARY STUDENT UNIFORM ITEMS

Designated Board uniform suppliers will make available for purchase by parents and guardians the following minimum secondary uniform items required of every secondary school student.

At a minimum, every student is required to wear one (1) of the following items:

- Grey Pants
- Skorts / Kilts (females only)
- Walking Shorts (September, October, April, May and June only)

SKORT/KILTS

The kilt or skort must be properly hemmed and cannot be worn higher than 8 cm from the middle of the kneecap. Uniform tights or knee socks must be worn with the school kilt.

CATHOLIC UNIFORM AND DRESS CODE

PANTS
Pants must be in good repair, buttoned at the waist and properly hemmed to the heel of the shoe just above the ground. Uniform pants that have been improperly altered may not be worn.

SHORTS
Shorts must be worn according to sizing provided by the Board uniform supplier. Shorts may not be shortened or altered. Shorts may be worn in the months of September, October, April, May and June only.

SOCKS
Socks must be neutral in colour and not a distraction. Socks must be worn with the uniform pants or shorts at all times.

UNIFORM SHIRTS
At a minimum, every student is required to wear one (1) of the following items:

- White Oxford shirt (short or long sleeve)
- Polo shirt (short or long sleeve)
- Visible t-shirts worn under uniform tops must be plain white.

Uniform shirt, either polo or white oxford with embroidered school logo must be buttoned to the second button from the collar and the collar must be buttoned on both sides. Shirts designed to be tucked in are to be tucked in so that the belt loops are visible. Shirts with the school logo at the bottom may be worn untucked. Board uniform sweaters and hoodies embroidered with the school logo are permitted to be worn.

SHOES
Only low cut, full back, closed toe, solid black dress shoes or oxfords are acceptable. Laces must be black and plain. Prior to purchasing, any clarification on the appropriate shoe type or style should be directed to the secondary school Principal or Vice-Principal.

PHYSICAL EDUCATION UNIFORM
As part of the secondary uniform, secondary students are required to wear specific Physical Education clothing items for all Physical Education courses as determined by the Principal.

ACCESSORIES TO THE SECONDARY UNIFORM
Any accessories not in keeping with the Mission, Vision and Values of the Niagara Catholic District School Board and the expectations of the secondary uniform as determined by the Principal or designate is not permitted and/or will be required to be removed.

The following accessories, but not limited to, are not permitted with the secondary uniform:

BELT
No distracting buckles are permitted

CATHOLIC UNIFORM AND DRESS CODE

BANDANAS
Prohibited and will be confiscated.

BODY PIERCING
Visible body piercing, such as the lip, eyebrow or any other facial area, excluding a stud in the nose, is prohibited. Piercing may not be covered by a bandage. Ear expanders and excessive piercing are prohibited

HAIR STYLES AND COLOUR
Must be styled in a way that is not distracting or conspicuous. Only natural hair colour will be deemed acceptable. Shaved symbols or designs are not acceptable.

HATS / HOODS
May not be worn inside the school building.

JEWELLERY
Must be neat, respectable, inoffensive and non-distracting. Jewellery, including spiked or studded bracelets and necklaces, earrings, chains and expanders are considered safety hazards and are not permitted.

TATTOOS
Visible tattooing and branding which is inappropriate, excessive or is directed at an individual, group, culture or which contains an offensive or inappropriate message, advertisement or slogan is prohibited.

TEAM/CLUB SHIRTS
It is customary to permit a variety of groups to wear non-uniform items on the designated spirit wear day.

DONATION OF THE UNIFORM
Donations of uniform items are accepted from students and families who no longer require the uniform due to graduation or the changing of schools. There are a number of students in financial need who cannot afford the uniform items, or who may have part of their uniform become un-wearable during the day and require a change of clothes. Donations to help these students are appreciated. Please drop the donations off to the school.

ALTERNATE DRESS DAYS (OUT OF UNIFORM)
Alternate Dress Days will be determined by the school Principal for specific events or activities and communicated in advance to students, parents and guardians. All secondary uniform expectations regarding student safety, hats, jewellery, body piercing, tattoos, hair style and colour apply on alternate dress days. On alternate dress days, shirts must modestly cover from shoulders to hips. Pant, skirt or dress length must be appropriate and modest. Only knee length shorts or capris are permitted. All clothing must be in good repair and not ripped, torn or have holes. Clothing must not display any sign, symbol or phrase which is directed at an individual, group or culture or which contains an offensive or inappropriate message, advertisement or slogan.

STUDENT DISCIPLINE

ALCOHOL AND DRUGS

Immediate suspension will be the minimum penalty faced by a student for possession of alcohol, illegal drugs or under the influence of either. In these instances, police will be involved, as required, and conditions to return to school will be specified in accordance with school board policies.

All school members must not be in possession of, or under the influence of, or provide others with alcohol or illegal drugs. Testing equipment is available and will be used at the discretion of the administration. If a student is trafficking in drugs or alcohol, police will be involved, as indicated by the police/school protocol, and the student will be immediately suspended and may proceed to an expulsion hearing.

CARE OF PROPERTY

Students must exhibit care and respect for other people and their property. Wilful damage, theft or destruction of school property are major infractions of school regulations. All costs incurred from such actions will be borne by the student and his/her parents. Any theft of student, staff or school property will be dealt with immediately and firmly. Students in possession of stolen goods will be suspended and will be subject to criminal prosecution.

Students are advised not to bring valuables, expensive electronic items or large sums of money to school. The school is not responsible for any property lost, missing or stolen. We strongly recommend that all personal property, including clothing apparel, be identified with the name of the owner.

COMPLAINT RESOLUTION POLICY #800.3

A complaint is defined as any oral or written communication expressing dissatisfaction with the application of policies, procedures, programs, services or actions of an employee, or Niagara Catholic Trustee or the Niagara Catholic District School Board. Those expressing an oral complaint will be required to put the complaint in writing, dating and signing the complaint to facilitate the investigation.

Anonymous or pseudonymous complaints or material, unless it is believed that such complaint or material references an illegal, abusive or protection matter, or is otherwise believed to be relevant in law, will not be considered, copied, distributed, repeated, responded to or entertained by the Board.

DETENTIONS

Classroom detentions will be assigned at the discretion of the subject teacher. If a student repeatedly misses an assigned classroom detention, he/she will automatically be referred to the Vice Principal for office detentions. It is the student's responsibility to attend all classroom detentions. If unable to attend a classroom detention for a valid reason, then it is the student's responsibility to make arrangements for rescheduling of detentions with the appropriate teacher. Office detentions are assigned by the Vice-principal as a result of breaches of school and school board policies. These will be served either during lunch or after school. Assigned detentions take priority over any other activity. Failure to serve an assigned detention will result in further detentions being assigned. Repeated failure to serve detentions will result in a suspension for persistent opposition to authority.

STUDENT DISCIPLINE

DRESS CODE PROGRESSIVE DISCIPLINE

Written or verbal communication by the teacher, Vice Principal, Principal or designate will be provided to parents or guardians regarding the breach of the Board's Secondary Uniform Policy. The communication will outline the following consequences for further non-compliance:

- loss of school privileges, and/or;
- student receives detention/age appropriate discipline assignment, and/or;
- parents or guardians are contacted to pick up the student from school,
- student will be suspended in the event the student attends without proper secondary uniform attire.

Repeat infractions will result in a meeting between the student, parents or guardians and the school Principal or Vice Principal to review expectations of all secondary students in the Board.

- Students who have a medical problem affecting the wearing of their uniform must bring a signed note from a parent or doctor to a Vice Principal before 8:00 a.m. Medical note will be required for any situation requiring more than one day.
- Students on field trips are expected to wear their uniform.
- Students who travel to another school within the Board to take a course must comply with the uniform policy of the teaching school.
- Students will cooperate with the school's uniform policy at all times.
- The only shirts, sweaters, shorts, pants or kilts that students can wear are the official school uniform items supplied for the specific school.
- Students will be neat in appearance and will wear uniform items properly.
- Students will keep uniform items clean and in good repair.
- Students will wear clothing that is sized appropriately: neither too large nor immodestly tight.
- Students who have outgrown their uniform items are expected to replace them.
- Students who are not wearing the uniform properly will not attend class.
- Students are not allowed to alter their uniform in any way.

EXPULSION POLICY #302.6.5

Expulsion is the removal of a student by the Board from the regular services of the Board for reasons as set out in the Education Act and by the Expulsion Policy of the Niagara Catholic District School Board. Principals may recommend to the Committee of the Board expulsions of students from their schools.

When a principal has reasonable grounds to believe that a student has committed one or more infractions outlined below on school property, during a school-related activity or event, and/or in circumstances where the infraction has an impact on the school climate, the principal will suspend the student. The principal will also contact the police consistent with the Police and School Response Protocol if the infraction the student is suspected of committing requires such contact. When in doubt, the principal will consult with his or her Superintendent.

STUDENT DISCIPLINE

The Board may expel a student who commits any of the following infractions while he or she is at school, at a school-related activity or event, and/or in other circumstances where engaging in the activity will have an impact on the school climate:

1. Possessing a weapon, including possessing a firearm.
2. Using a weapon to cause or to threaten bodily harm to another person.
3. Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner.
4. Committing sexual assault.
5. Trafficking in weapons, illegal drugs.
6. Committing robbery.
7. Giving alcohol to a minor.
8. Bullying, if,
    i. The student has previously been suspended for engaging in bullying, and
    ii. The students' continuing presence in the school creates an unacceptable risk to the safety of another person.
9. Any activity listed in subsection 306 (1) of the Education Act that is motivated by bias, prejudice or hate based on race, national or ethnic origin, language, colour, religion, sex, age, mental or physical disability, sexual orientation, gender identity, gender expression, or any other similar factor.
10. Any other activity that, under a policy of the Board, is an activity for which a Principal must suspend a student and, therefore in accordance with this part, conduct an investigation to determine whether to recommend to the Board that the student be expelled.

VIOLENT INCIDENT

Where inappropriate student behaviour constitutes a violent incident, a Violent Incident Form should be completed, filed and retained in the student's Ontario Student Record and shall not be removed unless three (3) consecutive years have passed during which no further suspensions for serious violent incidents have taken place. If the student transfers to another school, the information in the OSR relating to the serious violent incident that led to suspension or expulsion, as well as to a report to the police, will remain in the OSR unless three (3) consecutive years have passed during which no further suspensions for serious violent incidents have taken place.

The following occurrences are considered as violent incidents:

1. possessing a weapon
2. threats of serious physical injury
3. physical assault causing bodily harm
4. sexual assault
5. robbery and extortion
6. hate and/or bias-motivated violence
7. vandalism causing extensive damage to board property or property located on board property

STUDENT DISCIPLINE

FIGHTING
Fighting is a serious issue. Any participants in a fight will be suspended from school for up to a maximum of 20 days. The Safe Schools Act and the Provincial Code of Behaviour may require the involvement of Police under certain conditions.

No weapon of any kind is allowed in the school. Therefore, school members must not be in possession of any weapon and must not use any object to threaten or intimidate another person.

All school members must not inflict or encourage others to inflict bodily harm on another person. All school members must seek staff assistance, if necessary, to resolve conflicts peacefully.

FORGERY
Forging notes, altering school attendance and impersonating (identifying oneself as someone else by note or by telephone) are strictly prohibited and may result in a suspension.

PROFANITY
Students must use appropriate language at all times. The Education Act specifies that "*a student may be suspended for a fixed period of time because of the use of profane or improper language*" (Section 23.1). This includes language in hallways, cafeteria, etc.

REPORTING TO THE OFFICE
A student who is sent out of class or called to the office must report immediately and remain in the office until interviewed by a Vice Principal. Failure to do so will result in disciplinary consequences.

SEARCH AND SEIZURE
The school holds the right and responsibility to search all school property including lockers, contents of lockers, bags, personal effects, vehicles and even individuals if the situation warrants it. The school may, at any time require the assistance of police, police dogs and any other means deemed necessary to maintain the safety of the school premises and in order to provide a safe learning environment.

SMOKING (TOBACCO ENFORCEMENT)
Provincial law (Tobacco Control Act) prohibits smoking anywhere on school property and/or while participating in any school-sanctioned event. Our school promotes a healthy lifestyle and actively discourages smoking due to its negative effects on the health of the smoker, and those in the vicinity that are exposed to second hand smoke. Any student found smoking on school property may be suspended from school and the Tobacco Enforcement Officer from the Niagara Region Public Health may be contacted which may result in a minimum fine of $305 for persons over the age of 16. Persons under the age of 16 must attend court with a parent or guardian. The selling, supplying or sharing of cigarettes with anyone under 19 can result in a fine up to $365. This law applies to everyone (staff, students, parents, visitors) any time ("24 -7") and anywhere on school property (including the parking lot, cars in the parking lot, sports fields, driveway, etc.).

STUDENT DISCIPLINE

Any student under the age of 16 smoking, or any other student 16 or over smoking between or during classes may be suspended. If you have any questions, contact the Tobacco Hotline 1-888-505-6074 or 905-688-8248 ext. 7318. In addition, any cigarette facsimile, e cigarette or vaporizer, or chewing tobacco is prohibited.

SUSPENSION POLICY 302.6.4

When a principal's investigation of an incident, which should include consultation with the adult student or the student's parent/guardian and student, determines that a student has committed one or more infractions outlined below on school property, during a school-related activity or event, and/or in circumstances where the infraction has an impact on the school climate, a principal will consider whether that student should be suspended, taking into account any mitigating and other factors that might be applicable in the circumstances.

The principal will also contact the police consistent with the Police and School Response Protocol if the infraction the student is suspected of committing requires such contact. When in doubt, the principal will consult with his or her Superintendent.

ACTIVITIES LEADING TO POSSIBLE SUSPENSION

A Principal shall consider whether to suspend a student if he or she believes that the student has engaged in any of the following activities while at school, at a school-related activity or event and/or in other circumstances where engaging in the activity will have an impact on the school climate:

1. Uttering a threat to inflict serious bodily harm on another person
2. Possessing alcohol or illegal drugs
3. Being under the influence of alcohol
4. Swearing at a teacher or at another person in a position of authority
5. Committing an act of vandalism that causes extensive damage to school property at the student's school or to property located on the premises of the student's school
6. Bullying
7. Medical Immunization
8. Any other activity that, under a policy of the Board, is an activity for which a Principal may suspend a student to be contrary to the Board or school Code of Conduct:
   - Habitual neglect of duty
   - Use of profane vulgar, or improper language
   - Conduct injurious to the moral tone of the school
   - Persistent opposition to authority
   - Conduct injurious to the physical or mental well-being of any member of the school community

A Principal shall suspend a student if the Principal believes that the student has engaged in any of the following activities while at school, at a school-related activity or event and/or in other circumstances where engaging in the activity will have an impact on the school climate:

1. Possessing a weapon, including possessing a firearm
2. Using a weapon to cause or to threaten bodily harm to another person

3. Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner
4. Committing sexual assault
5. Trafficking in weapons, illegal drugs
6. Committing robbery
7. Giving alcohol to a minor
8. Bullying, if,
   i. the student has previously been suspended for engaging in bullying, and
   ii. the students' continuing presence in the school creates an unacceptable risk to the safety of another person
9. Any activity listed in subsection 306 (1) of the Education Act that is motivated by bias, prejudice or hate based on race, national or ethnic origin, language, colour, religion, sex, age, mental or physical disability, sexual orientation, gender identity, gender expression, or any other similar factor
10. Any other activity that, under a policy of the Board, is an activity for which a Principal must suspend a student and, therefore in accordance with this Part, conduct an investigation to determine whether to recommend to the Board that the student be expelled

A student may be suspended only once for any one instance of an infraction and may be suspended for a minimum of one (1) school day and a maximum of twenty (20) school days. Some specific types of student behaviour must result in suspension from school. Suspensions may range from 1 to 20 days depending on the nature of the action.

When a suspension is issued, the parent must remove the student from the school premises. The student must remain off the school premises. If the student enters school property during a suspension, the police may be called to charge the student with trespassing.

During a suspension, a student is not eligible to attend or participate in any school activity, on or off school property or to ride school buses at any time of the day. Upon return from suspension, the student must meet with the Vice Principal to be admitted to class.

A STUDENT MAY BE SUSPENDED FROM

1. School and all school related activities;
2. Up to 20 instructional days;
3. One or more school-related activities; or
4. Any combination of 2 and 3.

SCHOOL WORK

A student who is subject to a suspension of five (5) or fewer school days must be provided with school work to complete at home while serving the suspension. The school work must be available to the student's parent/guardian and student or adult student:

1. The day the student is suspended, if the student is suspended for one (1) school day
2. The day the student is suspended or the following school day, if the student has been suspended for two (2) or more days

STUDENT DISCIPLINE

NIAGARA CATHOLIC ALTERNATIVE LEARNING FRESH START PROGRAM – POPE FRANCIS CENTRE

Where a Principal suspends a student for six (6) or more days, the Principal will inform the student's parent/guardian and student or adult student about the Niagara Catholic Alternative Learning Fresh Start Program for suspended students. Students who have been suspended for six (6) or more school days are strongly encouraged to participate in the Niagara Catholic Fresh Start Program.

A student will be considered for acceptance into the Niagara Catholic Alternative Learning Fresh Start Program if:

1. The student is serving a suspension of six (6) or more school days as part of a progressive discipline process, or
2. The student is serving a limited expulsion with approval of the family of schools' superintendent of education, or the student's actions warrant the program as approved by the principal of the Pope Francis Centre or designate, the family of schools' Superintendent of Education and the Superintendent of Program.

THIS ALTERNATIVE PROGRAM WILL STRIVE TO

- address the academic, behavioural and community supports of the student
- develop positive relationships among parents, the community and schools
- to support and sustain safe schools and learning
- provide programs containing strategies for building positive attitudes, for developing positive behaviours, for providing continuous learning and for successful re-integration into the school setting
- reduce future suspensions and expulsions

TEXTBOOKS & LOANED MATERIALS

Students are financially responsible for lost or damaged textbooks assigned to them. Students who owe replacement fees are required to discharge this obligation at the end of each semester. This policy holds for team uniforms and equipment as well.

TRUANCY

What are the consequences of skipping classes, lateness, or not adhering to attendance policies?

Students will be assigned detentions or community service for violating attendance requirements. On subsequent truancies, parents will be notified that the student may be suspended for "persistent opposition to authority." In accordance with Ministry policy, a student will be withdrawn from school and/or class if the student is absent without a legitimate reason for 15 or more consecutive days.

IF A STUDENT MISSES A TEST OR ASSIGNMENT BECAUSE OF TRUANCY

The student may receive a mark of zero for the evaluation skipped. The student is responsible for all missed work resulting from the absence. Lateness, sleeping in or missing the bus are not acceptable reasons for missing school and will be subject to consequences.

STUDENT DISCIPLINE

Other forms of truancy are:

- failure to report to the office immediately if sent out of class
- failure to report to the office immediately to "**sign in**" after arriving late at school or failure to "**sign out**" when leaving
- failure to report to class within five minutes after signing in at the office

Occurrences of truancy will be dealt with in the same manner as an unjustified absence.

VANDALISM

Vandalism and theft are serious criminal offences detrimental to the moral tone of the school. The cost of maintaining our school building and replacing textbooks and supplies is assumed by the taxpayers who should not be burdened by senseless acts of vandalism.

All acts of vandalism will result in one or more of the following consequences:
Disciplinary action and/or parental contact by classroom teacher and/or Vice-Principal, if appropriate

- payment for repair or replacement
- detention or suspension
- referral to police, when appropriate

TECHNOLOGY AND SOCIAL MEDIA

CELLPHONES

Students may use cell phones in the classroom with the teacher's permission for educational purposes. If a student needs to contact a parent, the student is to come to the Attendance Office and make this call from the office phone. If a staff member observes an abuse of the cell phone policy, the staff member may confiscate the cell phone from the student. The cell phone will be given to the Vice Principal, to arrange the return of the phone. If a student refuses to surrender a cell phone, or if the student repeatedly abuses the cell phone, the student may be suspended for 'opposition to authority'.

COMPUTER USE

Every member of the Niagara Catholic District School Board has two basic rights regarding computer use - privacy and a fair share of resources. It is unethical for any person to violate these rights with the exception of personnel authorized by the school or school board who may, on occasion, have due cause to examine files (e.g. for system maintenance, or to investigate improper use). All users, in turn, are expected to exercise common sense and decency with regard to the school's computing resources.

Interfering with the privacy of others, using an unfair share of computer resources, using computer resources in an illegal act, or using computer resources to harass or threaten another will result in disciplinary action which can include:

• Loss of Computer Privileges	• Suspension	• Withdrawal from Class
• Loss of Credit	• Police Involvement	• Criminal Charges

ELECTRONIC COMMUNICATIONS SYSTEMS POLICY (STUDENTS) #301.5

Students are permitted to bring in personal electronic devices to be used in wireless enabled common areas throughout the school as approved by the administration and in classrooms where approved by the classroom teacher. This policy governs the acceptable use of personal electronic systems by students while at school. The uses of these devices are prohibited where they are deemed to interfere with student learning. Academic and administrative staff at the school and/or at the board level shall determine what, if any, use is interfering with learning.

SOCIAL MEDIA

Social media can encourage dialogue and it is important to be respectful. Electronic messages are not anonymous. They can be tracked, misdirected, manipulated and live forever on the Internet. Social media sites create and archive copies of every piece of content posted, even when deleted from online profiles. Once information is digitized, the author surrenders all control. The use of social media is not appropriate to address conflict.

WIFI ACCESS

- Staff & elementary students login with your regular username and password
- Secondary students: include the first 2 initials of your school followed by edu\your username e.g. Blessed Trinity = btedu\username, Saint Paul = spedu\username, Saint Michael = smedu\username.

TECHNOLOGY AND SOCIAL MEDIA

THE NINE ELEMENTS OF DIGITAL CITIZENSHIP [SOURCE: WIKIPEDIA]

1. **DIGITAL ACCESS**
   This is perhaps one of the most fundamental blocks to being a digital citizen. However, due to socioeconomic status, location, and other disabilities- some individuals may not have digital access. Recently, schools have been becoming more connected with the internet, often offering computers, and other forms of access. This can be offered through kiosks, community centres, and open labs. This most often is associated with the digital divide and factors associated with such.

2. **DIGITAL COMMERCE**
   This is the ability for users to recognize that much of the economy is regulated online. It also deals with the understanding of the dangers and benefits of online buying, using credit cards online, and so forth. As with the advantages and legal activities- there is also dangerous activities such as illegal downloads, gambling, drug deals, pornography, plagiarism, and so forth.

3. **DIGITAL COMMUNICATION**
   This element deals with understanding the variety of online communication mediums such as email, instant messaging, Facebook messenger, the variety of apps, and so forth. There is a standard of etiquette associated with each medium.

4. **DIGITAL LITERACY**
   This deals with the understanding of how to use various digital devices. For example, how to properly search for something on a search engine versus a database or how to use various online logs. Oftentimes many educational institutions will help form an individual's digital literacy.

5. **DIGITAL ETIQUETTE**
   As discussed in the third element, digital communication, this is the expectation that various mediums require a variety of etiquette. Certain mediums demand more appropriate behavior and language than others.

6. **DIGITAL LAW**
   This is where enforcement occurs for illegal downloads, plagiarizing, hacking, creating viruses, sending spams, identity theft, cyberbullying, and so forth.

7. **DIGITAL RIGHTS AND RESPONSIBILITIES**
   This is the set of rights digital citizens have such as privacy, speech, and so forth.

8. **DIGITAL HEALTH**
   Digital citizens must be aware of the physical stress placed on their bodies by internet usage. They must be aware to not become overly dependent on the internet causing eye strain, headaches, stress problems, and so on.

9. **DIGITAL SECURITY**
   This simply means that citizens must take measures to be safe by practicing using difficult passwords, virus protection, backing up data, and so forth.

ACCESS TO SCHOOL PREMISES

ACCESS TO SCHOOL PREMISES POLICY #302.6.3

The education act also limits access to school premises. The following persons are permitted access at any time during normal operating hours:

- student enrolled in the school
- parent or guardian of such student
- person employed or retained by the board
- person on premises for lawful purposes

These rights to access do not entitle the person to have access to all areas of the school.

The principal may allow the following persons under the appropriate conditions:

- person invited to attend event, class or meeting
- person invited by principal, vice principal or someone else authorized by the board policy to be in school for a specific purpose

The following may never enter or remain on school premises:

- anyone whose presence, in the principal's judgment, is detrimental to the safety or well-being of a person on the premises
- any person who fails to report their presence in a specified manner

The principal of a school may direct a person to leave the school premises if the principal believes that the person is prohibited by regulation or under a board policy from being there.

GUESTS/VISITORS

Niagara Catholic District School Board Secondary Schools welcomes all visitors to the school who enhance the rich experience of learning. All visitors, adults or students, must be approved by the school's administration prior to the visit. All visitors must report directly to the Main Office to be **"signed in."**

Students or guests from other schools are not allowed anywhere on school property during the school day unless they have the permission of Administration. The behaviour of the visiting student remains the responsibility of the student host and the consequences for any inappropriate behaviour are applicable to the student host. All students or guests found on school property during the day, lunch or after school, who have not registered at the Main Office can be charged under the Trespass to Property Act.

STUDENT ATTENDANCE

AGE OF MAJORITY

Before students can attain age of majority status, they, along with their parents, may be asked to complete an **Age of Majority Application** and submit it to their Vice Principal. Once approved, students 18 years of age or older are permitted to sign notes explaining their absences, lates and dismissals. All absences from school, like non-age of majority students, must be in accordance with acceptable reasons for missing school. The school reserves the right to inform parents when notes are unacceptable or when infractions against the Code of Conduct occur. Students who are of age of majority are directly responsible to the Administration for their performance of all duties and responsibilities of a student, similar to the employer – employee relationship in the world of work.

ATTENDANCE

Except in cases of emergency, students should only be absent from class when they are too ill to attend: "a child is excused from attendance at school if the child is unable to attend school by reason of sickness or other unavoidable cause." (Education Act, Section 21).

When a parent requests that the child be excused from school, the Principal will make the final decision to excuse the student: "A pupil may be excused by the Principal from attendance at school temporarily at any time at the written request of a parent of the pupil or the pupil where the pupil is an adult." (Reg. 298.23.(3)). Medical notes will be required if absences become excessive. The Attendance Policy will be initiated at 15 absences.

Students who participate in organized absences such as "Beach days" are truant from school and will be assigned appropriate consequences.

IF A PARENT KEEPS THE STUDENT HOME BECAUSE OF ILLNESS OR MEDICAL APPOINTMENT

The parents must contact the school to authorize with a reason, the absence, by calling the school any time before 8:00 a.m. and leaving a message on the Attendance Office voice mail. If this is not possible, the student must present a note at the Attendance Office before 8:00 a.m. on the day of return to school. Once attendance has been cleared, a slip will be issued and this will allow the student entry to class. Students who fail to clear their attendance by 8:00 am the following day will be assigned consequences. Age of majority students who call in ill for themselves may have to produce a doctor's note if asked by the Administrator.

"When a pupil returns to school after an absence, a parent of the pupil, or the pupil where the pupil is an adult, shall give the reason for the absence orally or in writing as the principal requires." (Reg. 298.23.(2))

IF A STUDENT HAS TO LEAVE SCHOOL DURING THEIR SCHEDULED CLASSES

The student must "**sign out**" at the Attendance Office. The student must have parental permission in the form of a note or a phone call received at the Attendance Office before the student leaves the premises. Reasons for signing out must be deemed legitimate by administration. Age of majority students receive approval from administration prior to signing out. Students are asked to schedule appointments after 2:30 p.m. when possible.

STUDENT ATTENDANCE

WHEN A STUDENT RETURNS TO SCHOOL AFTER MISSING CLASS TIME
Students must always "**sign in**" at the Attendance Office to be admitted to classes. Reasons for "**signing in**" must be deemed legitimate by the Principal or Vice Principal.

LATES
Students are expected to be on time for school and all classes.

PERIOD 1
Students arriving before 8:30 a.m. should proceed directly to class and be dealt with by the classroom teacher. Students arriving to school any time after 8:30 a.m. should come to the attendance office for an admit slip to present to their teacher upon arrival.

AFTER PERIOD 1 AND BEYOND
Students, who attended an earlier period within the day, who arrive within the first 30 minutes should proceed directly to class and be dealt with by the classroom teacher. Students arriving later than 30 minutes should arrive with an admit slip.

Students are considered to be late if they arrive to period one after the opening exercises have begun or arrive at any other scheduled class after the second bell for that class period. Students must report directly to their class; **NOT** to the Attendance Office.

- On the **first and second late** to class, the teacher assigns a consequence for the student (e.g. detention, assignment).
- On the **third late** to class, the teacher assigns a consequence for the student and parental contact is made.
- On the **fourth and subsequent lates** to class the teacher refers the student to the Vice Principal. Lunch and/or after-school detentions will be assigned. If the problem becomes persistent the student may be suspended or alternative consequences applied.

IF A STUDENT HAS EXCESSIVE ABSENCES
Students who miss a significant number of classes will be required to provide a medical note. Students are expected to cover to the best of his/her ability, the material that would normally be covered in class during any period of the absence. Chronic absenteeism will result in progressive discipline and may be referred to the Stay in School Coordinator.

EXTENDED ABSENCE
If a parent wishes to request that a student be absent from school for an extended period of time, for example for holiday travel, the parent must make this request in writing to the Principal well in advance of the departure date.

The student must pick up a "Vacation/Extended Absence" form from the Attendance Office or Vice Principal and return the form signed by the parents and each of his or her teachers. If a "Vacation/Extended Absence" form is not used at the school, then any vacation or extended absence must be cleared with Administration.

The Principal may, under the powers of the Education Act, deny a request for extended absence. Extended absence will not be approved if it interferes with the student's presence for scheduled final examinations.

If an extended absence is granted, the student must meet all curriculum expectations set out as conditions for the absence.

STUDENT ATTENDANCE

LOCKERS

Lockers and school-approved locks are assigned to each student, and remain the property of the school and school board. Students are **NOT permitted to change locker assignments without the approval of the administration.** Students are requested to protect their property by keeping the locker locked when not in use. Students are cautioned not to give the combination of their lock to another student. Students are not to post lewd or offensive materials inside their lockers and are not to deface or write on or in their lockers. Administration may open a locker for inspection with or without the permission of the student at any time. A student using an unassigned locker or lock other than a school assigned lock will have the lock cut off, the contents removed and will be called to the office. Any requests for another lock or lost lock will require the student to pay for a replacement.

PART-TIME JOB

WE recognize the importance and benefits of part-time employment; however, students who work too many hours usually suffer in the evaluation process. We strongly encourage students to limit their part-time hours during the school semester. The demands of a job must not interfere with the demands of the school and students should not expect to leave school to attend work. Such absences are considered truancies.

SPARE PERIODS

Students on spare periods must be in full uniform and are expected to be in either the cafeteria, the Information Centre, or may leave school grounds. Students are not to wander about the halls, stairwells or foyer and are to be in full uniform at all times. Only senior students who have earned 24 credits are allowed to have a spare period on their timetables. Only students on spare are permitted to purchase items from the cafeteria staff during the spare period. Students are expected to use their spare to advance their academic program. This time should be used profitably towards completing or enriching school curriculum.

WITHDRAWAL FROM SCHOOL

Withdrawing from school involves the following steps:

- Interview with Program Chair of Student Services
- Interview with the Principal/Vice Principal
- Completion of " Student Withdrawal Form" with the following signatures: parents, subject teacher(s), guidance counselor, librarian principal/vice principal
- Return of all textbooks, equipment and/or payment of debts incurred throughout their time at Niagara Catholic District School Board Secondary Schools

GENERAL INFORMATION

ADVERTISING
Activities held off the school premises in hotels or rented halls DO NOT have the approval or sanction of the school or the Niagara Catholic District School Board. It is illegal to advertise such activities on school property. Students found placing advertisements on school property may be subject to disciplinary circumstances. Any student who wants to post an advertisement/flyer must have prior permission from the Principal or Vice-principal.

ANNOUNCEMENTS
During announcements, students are expected to be quiet, attentive and stationary. All activities within the school (classrooms, hallways, etc.) are to cease until the end of the announcements.

BACKPACKS/GYM BAGS
Students are not to bring backpacks or any bags into the classroom, cafeteria or library. This is a Health and Safety concern. Students are to store their "bags" in their lockers upon arrival at school, and leave them in their lockers until the end of the school day. Students will be permitted to carry a small pencil-case sized carrier for personal hygiene or medical needs.

BOTTLED WATER POLICY #701.5
Effective September 1, 2013, the sale or distribution of single use bottled water, and or commercially bottled single use plastic water containers shall be eliminated at all Board sites, Catholic Education Centre, Elementary and Secondary Schools, Adult and Continuing Education sites and other work sites in the Board.

No drinks are allowed in the classrooms. Schools have hydrations stations. Students may drink water with approved water bottles. All types of ***"Energy Drinks"*** are prohibited such as but not limited to Monster, Red Bull, Red Rain etc.

BUSES
The school bus is an extension of the school and classroom. Bus transportation is available to students who live more than 2.5 km from the school. Every student who qualifies for transportation by contracted buses is required to respect the same regulations and policies that apply within the school building. This applies to bus transportation to and from school, on school trips or to and from sporting events.

All misbehaviour will be reported to the Vice-Principal.

Late bus transportation is provided at varying departure times throughout the year only for students who are involved in some form of co-curricular activities, get extra help after school (P3) or have served a detention. All other students should take their bus home at the regular time. Students may not be added to a bus or switch buses for social or recreational reasons or for personal appointments.

BUS TICKETS
Students who choose to use Public Transit are responsible for the purchase of transit bus tickets.

GENERAL INFORMATION

CAFETERIA/LUNCH

Food and drink must remain in the cafeteria. Students are not to take food to other areas of the school to eat during their lunch period or bring food into classrooms. Knapsacks or large bags are not permitted in the cafeteria or servery. Students are not to be loitering in the hallways during lunch hours as classes are in progress. Students are expected to conduct themselves appropriately. They must clear their tables and follow the instructions of the cafeteria supervisors. Coats and jackets are NOT to be worn in the cafeteria and correct foot wear is to be worn at all times. Students are prohibited from being in hallways during their lunch times but will be allowed to return to their lockers 5 minutes before the end of the period.

CATHOLIC SCHOOL COUNCIL POLICY #800.1

Catholic School Council is an active, advisory partnership, whose focus includes promoting and supporting the vision of our school. Administration, staff, students, community and parent members ensure a varied and complimentary voice which strives to reflect the ideals of the school community. We extend to all new and returning parents an invitation to participate in our monthly meetings.

DANCES

The Provincial Code of Behaviour and the Catholic Code of Behaviour apply fully at all school activities including dances. All consequences described in the codes of behaviour apply as well as the possibility of losing the privilege of attending school dances. Admission is open to all students in good standing, who were in attendance of school on the day of the dance.

The following policies also apply to dances:

- The Principal and the supervising teachers may refuse admission to any person
- Students will be screened on entry and any student not cooperating with this safety measure will be refused admission
- The Principal or Vice Principal may remove any person from the dance and contact parents to pick up their child from school property
- Food or drink of any kind is not to be taken into the dance
- Anyone whose actions and/or language clearly indicates that he/she is under the influence of any drug or intoxicant will be refused admission or removed from the dance – zero tolerance
- No drinking/consumption of alcohol, of any amount or smoking on school property is permissible
- Once a student has exited the dance they will not be allowed back in
- All outside coats and jackets must be checked since students will not have access to their lockers
- Students are expected to dance in a respectable manner. Dancing that is inappropriate, overtly provocative in nature, or creates unsafe conditions is not allowed. School officials reserve the right to make decisions on suitable dancing and individuals who engage in the above-mentioned behaviors will be removed from the dance, parents/guardians will be notified, and additional consequences will result
- The school “out of uniform” dress code policy is in effect at all school dances. Administration reserves the right to make decisions on student dress based on appropriateness.

GENERAL INFORMATION

D. E. A. R.
Literacy is directly related to post-secondary success. Children who are stimulated through reading at a younger age, and who continue to read as they mature, are more successful in post-secondary life. The D. E. A. R. program asks everyone in the school to "drop everything and read". In doing so the school is sending a clear message that time spent reading recreationally and academically can only improve their opportunities for success. Students should bring appropriate reading materials such as novels, magazines, newspapers, and research books.

ELEVATOR
An elevator is available for students who are physically unable to use the stairs, either for a short-term situation (e.g. leg injury) or on a regular basis. A student who needs to use the elevator on a regular basis will be issued a card by the vice-principal. For those students who need use of the elevator on a temporary basis, arrangements are to be made with a secretary in the main office.

HALLWAY CONDUCT
Students must practice common courtesy while moving in the hallways and stairways. Loitering by lockers, washrooms and doorways must be avoided at all times. Proper language and a normal conversational level of voice are to be used at all times. Everyone is responsible for maintaining the cleanliness of the hallways. Proper decorum and behaviour are to be observed at all times.

Public displays of affection are not permitted in the school. Students engaging in physical signs of affection will be reminded that this type of public behaviour is inappropriate and unacceptable in a Catholic high school.

INSURANCE
Student Accident and Life Insurance is made available on the first day of school. Students participating in co-curricular activities are especially encouraged to avail themselves of this service.

LIBRARY INFORMATION CENTRE
The Information Centre exists to serve the needs of all. The Information Centre offers access to a variety of print and electronic resources such as periodicals, magazines, journals, reference texts, and the internet. Use of the internet is to be dedicated to educational research and is to be used responsibly. Also, a variety of software programs are available for use on network computers. Photocopy and printing services are available for a nominal fee.

Overdue materials are subjected to a fine per day. Students will be responsible for the replacement cost of lost or damaged items. It is expected that student deportment in the Library Information Centre will be conducive to an atmosphere of study. The Library Information Centre exists as a resource for the benefit of the entire school and any behaviour deemed detrimental to such a goal can result in the suspension of student privileges.

GENERAL INFORMATION

MESSAGES
Messages from parents will be conveyed to students at the end of the school day or at lunch, not during class. Emergencies, however, will always be dealt with promptly. We ask that parents do not contact students on cell phones during class hours.

OPENING EXERCISES
Each day will begin with opening exercises which include the playing of O Canada and Morning Prayer. Students in the halls during opening exercises are considered to be late.

STUDENT DROP-OFF / PICK-UP
We understand that not every student is bussed or walks to school and at intervals during the school year a student may need to be picked-up or dropped-off at school. Parents are asked to respect the traffic route established by entering our appropriate area for student drop-off/pick-up. This may be a one-way traffic route. At no time are vehicles to be parked in this zone as this represents a potential safety, emergency access, and congestion issue.

STUDENT PARKING
The school supplies bussing for student transportation and cannot provide sufficient parking for students who decide to drive to school. Unauthorized parking may result in the vehicle being towed away at the student's expense. Drivers are asked to keep their vehicles locked. We cannot assume responsibility for losses or damages. Students are not to sit in their vehicles during the school day or play music from their car radios. No smoking is permitted in vehicles at any time. Drivers should abide strictly by all traffic regulations. The speed limit in the parking lot is 10 km per hour. Parking privileges can be revoked at any time. Students who violate these guidelines will be prohibited from driving to school. The school reserves the right to search student vehicles, parked on school property, if needed. Some schools may require that the vehicle is registered with the Main Office.

SYNREVOICE
Periodically, schools will send a synrevoice message with important information pertaining to your school. Any issues or concerns regarding synrevoice messages, please contact Administration.

WEBSITE - POLICY REFERENCE
For a complete reference to all policies of the Niagara Catholic District School Board please use the Board website **www.niagaracatholic.ca. or the QR Code Below.** Access the website under the Board tab using Policies/Protocols/Docs link.

STUDENT SERVICES

ACTIVITY FEES
Registration fees are collected from students to cover the cost of yearbooks, student handbooks, lock replacement, student card some student activities, clubs, teams, and special events.

COMMUNITY AGENCIES/SERVICES
There are a variety of times when you, or someone close to you, may need help. During these times, in addition to parents/guardians and staff at the school, help is available from a variety of sources. In dealing with the issues, it is important that you are honest with the person you seek help from and inform them of all the facts. If someone you know is struggling, you have a moral responsibility to try to help them. If you are unable to provide help, inform someone who may be able to. Please refer to the Niagara Mental Health Programs and Services Directory section to obtain further information.

FRESH START PROGRAM – POPE FRANCIS CENTRE
The Fresh Start Program is designed as both an intervention and prevention program for students while serving a suspension or limited expulsion. The program is taught by a certified teacher. The program strives to address the academic and behavioral needs of the student. Fresh Start provides programs containing strategies for building positive attitudes, for providing continuous learning and for successful re-integration back into the school setting.

GUIDANCE
The guidance program at our school is a vital and integral part of the total school curriculum. It is a composite of the school's instructional, counselling, consulting, co-ordinating and liaison activities that are designed and implemented to assist student orientation, program choices and preparation for the next level of education or entry into the world of work. Thus, the provision and maintenance of an effective guidance program is essential to personal, educational, and career planning activities for all students.

Students are counselled individually to review course selections, progress, educational and career plans. Group presentations may also take place throughout the school year regarding careers, post-secondary school planning, course selections and educational needs assessment. Individual counselling regarding personal and social concerns is provided when a need arises.

JUMP START PROGRAM – POPE FRANCIS CENTRE
Jump Start is part of NCDSB's "start series" of alternative programs located at our Pope Francis Centre in Welland. The focus of the program is to provide those students who are experiencing chronic attendance issues an opportunity to attend school on an interim basis. The program is taught by certified teacher. The key objective is to provide students with the academic, social and behavioral skills to change negative patterns of attendance.

STUDENT SERVICES

P3 PATHWAYS PREPARATION PROGRAM
Niagara Catholic District School Board secondary school's offers P3 as an after-school program to address the curricular needs of students in Grades 9-12. P3 allows students the opportunity to practice their literacy and numeracy skills, develop test-taking strategies, upgrade study skills, and receive direction on potential pathways from a teacher-mentor. The program also provides support to students wishing to improve their current academic standing.

PEER TUTORING PROGRAM
Peer tutoring is a school run program that pairs academically struggling students with a student of expertise in a particular subject area. The peer tutoring assistance is generally conducted out of the P3 program.

SCHEDULE CHANGES
Our students are expected to attend school on a full-time basis. Students with fewer than 24 credits are not permitted to drop a course or to have a study period. Students will not be allowed to change their level of difficulty in a course unless there is a recommendation from their subject teacher, parental approval and room in the class(es) requested.

SPECIAL EDUCATION
Special education programs at Niagara Catholic District School Board Secondary Schools are designed to ensure universal access by exceptional pupils and accommodations of individual differences to the greatest extent possible. The needs of each individual exceptional pupil, whether behavioural, communicational, intellectual (including gifted), or physical, as delineated by an Identification, Placement and Review Committee (IPRC) of the Board will be met.

Communication involving parents, resource persons, community agencies or others may occur in order to best determine each student's needs and alterations in programming. The program will be regularly assessed and evaluated with the results communicated to parents.

SUMMER SCHOOL
Students may register for remedial summer school courses with the permission of the Principal. Students are eligible to ask for this permission if they have attended 80% of the scheduled classes, attained a mark of at least 40%, and have written the final exam. Upgrades must be attempted at the same level as the original course taken.

TUTORS IN THE CLASSROOM PROGRAM
Through the NCDSB two prospective educators currently enrolled in a faculty of education program are made available to support classroom teachers and students in the areas of literacy and numeracy. The Tutors in the Classroom Program is conducted over both semesters.

EMERGENCY AND MEDICAL INFORMATION

ACCIDENTS

A student who is injured should be brought to the Main Office, if possible. In all cases, the Main Office must be notified and proper action taken. Under no circumstances should a student who has injured his/her back or neck be moved.

ADMINISTRATION OF ORAL MEDICATION TO STUDENTS UNDER THE AGE OF 18 POLICY #302.2

In accordance with the Ministry of Education Policy/Program Memorandum No. 81 Provision of Health Support Services in School Settings, all school boards will be responsible for the administration of oral medication where such medication has been prescribed during school hours.

- That such procedure be applied only to those services, requested by the parent and prescribed by a physician or other health care professional, which must be provided during school hours.
- That a request for the service and the authorization to provide such service be made in writing by the parent and the physician, specifying the medication, the dosage, the frequency and method of administration, the dates for which the authorization applies, and the possible side effects, if any.
- That the storage and safekeeping requirements for any labeled medication be stated. That a record of administration be maintained which includes the pupil's name, date, time of provision, dosage given, name of person administering, and etc.
- That the telephone numbers of the parent and physician be readily accessible in the school.
- That the medication be administered in a manner which allows for sensitivity and privacy and which encourages the pupil to take an appropriate level of responsibility for his or her medication.

(Source: Ministry of Education Policy/Program Memorandum No. 81)

ANAPHYLAXIS POLICY #302.1

Anaphylaxis is a severe life threatening form of allergic reaction to peanuts, other nuts, milk, wheat, latex products, and medications, as well as insect stings from bees and wasps. The principal of the school should be informed in writing by a parent that a child suffers from anaphylaxis, the expected symptoms and the requested intervention by school staff. An EpiPen is to be provided to the school to be kept in the office in case of an emergency.

CONCUSSION POLICY #800.1

The Niagara Catholic District School Board recognizes concussions as a serious injury which requires appropriate follow-up measures to reduce risk of potential additional injury. Concussion awareness, prevention, identification and management are a priority for the Board. The implementation of the Board's Concussion Policy and Administrative Guidelines is another important step in creating healthier schools in the Niagara Catholic District School Board. Immediate action must be taken by the individual (e.g. principal, teacher, coach) responsible for the student if the student receives a blow to the head, face or neck, or a blow to the body that transmits a force to the head. If in doubt, sit the student out and proceed with protocol.

EMERGENCY AND MEDICAL INFORMATION

DIABETES MANAGEMENT POLICY - 302.8

The Niagara Catholic District School Board is committed to the safety and well-being of all students and supports schools in establishing an environment that provides an appropriate management of and response to the needs of students identified with diabetes. The ultimate responsibility for diabetes management rests with the parent(s)/guardian(s), the student and the medical practitioner. The policy outlines the procedures in developing a student diabetes management plan, including roles and responsibilities of school staff, parent(s)/guardian(s) and students and supporting documentation.

EMERGENCY PROCEDURES

LOCK DOWN

At various times throughout the school year Niagara Catholic District School Board Secondary Schools will test our emergency procedures by conducting Lock Down Drills. A school call out or letter will inform parents when these drills will occur. A lock down is a drill simulating a threat inside the building.

HOLD AND SECURE

Niagara Catholic District School Board Secondary Schools will also run random Hold and Secure drills. This drill is performed when a threat exists outside of the school and all members of our school community are kept indoors.

FIRE

It is critical that everyone treats all fire alarms seriously and moves as quickly and orderly as possible to vacate the building immediately when an alarm sounds. Fire drills will be held regularly during the school year. Wilful false alarms are a criminal offence, and are punishable by a fine, a jail term or both. The Fire Department will prosecute offenders to the full extent of the law.

IF YOU HEAR THE FIRE ALARM

- Leave the building using the closest exit, or the exit route specified for the classroom and close doors
- If you encounter smoke in an exit, use an alternate exit
- Follow the directions of staff members
- Report to your teacher in the designated area and remain in that area until instructed to return to the building

MEDICATION

Students who must bring medications to school must follow the Board's Oral Medication Policy. The *Oral Medication Policy* refers to all types of medication. (i.e. inhalers, pills, liquids, etc.) Failure to adhere to this policy may result in the student being sent home until the proper procedure is followed.

SCHOOL NURSE

Our school nurse is available to see students. Check with the main office to see when he/she is scheduled to come in.

NIAGARA MENTAL HEALTH PROGRAMS & SERVICES DIRECTORY

COMMUNITY BASED SERVICES	
Canadian Mental Health Association – counseling service rehabilitative programs, housing program and support groups in St. Catharines, Fort Erie, Port Colborne, Welland and Niagara Falls.	15 Wellington St., St. Catharines 905-641-5222
	6760 Morrison Street Unit 2, Niagara Falls 905-354-4576
	20 Jarvis Street, Fort Erie 905-994-1905
Contact Niagara – identify local resources for children who experience emotional/behaviour difficulties.	23 Hanover Drive, St. Catharines 905-684-3407 or 1-800-933-3617 www.contactniagara.org
Bridges Community Health Centre – mental health assessments, supportive counseling, and community referrals.	1485 Garrison Road, Fort Erie 905-871-7621
Quest Community Health Centre – Rainbow Youth Niagara – individual, group support and social activities for sexually and gender diverse youth.	905-688-2558 ext. 222
Family Counselling Centre Niagara – counseling to individuals, couples, and families with problems contributing to marital or family difficulties.	82 Hannover Dr., St. Catharines 905-937-7731 ext. 3345
	5017 Victoria Ave., Niagara Falls 1-888-937-7731 ext. 3345
West Niagara Mental Health Program – consultation services, treatment and case management for first episode psychosis (EPI)	167A Main St. E., Grimsby 905-309-3336 Hours: Monday to Friday - 8:30 a.m. – 4:30 p.m.
Niagara Region Public Health – Community Mental Health Program – provides assessment, case management and counseling for persons 16 years and older experiencing mental health problems.	Thorold 905-688-2854 ext. 7262
	Fort Erie 905-871-6513
	Niagara Falls 905-356-1538
	Welland 905-735-5697
Bereavement Resource Council – provides information about support groups/services for those dealing with the pain and grief of loss.	905-680-6400 Office Hours – daily 9 a.m. to 6 p.m.
Centre de Sante Communautaire Hamilton/Niagara – a multi-disciplinary agency serving the French speaking population providing individual and group counseling.	1 Vanier Drive, Welland 905-735-4445 Serves residents of the Niagara Region

NIAGARA MENTAL HEALTH PROGRAMS & SERVICES DIRECTORY

COMMUNITY BASED SERVICES	
St. Josephs Healthcare Hamilton – Mood Disorder Clinic – provides consultation for individuals with mood disorders. Requires a referral from family physician or psychiatrist. This offers assessment, treatment and rehabilitation of adults (16 years+) with severe psychiatric disorders.	100 West 5th St., Hamilton 905-522-1155 After Hours 905-388-2511 Office Hours: Monday to Friday - 8:30 a.m. – 9 p.m. Saturday to Sunday – 1:30 – 9 p.m.
Family and Children's Services Niagara – support and protection for children up to 16.	905-937-7731 Facsniagara.on.ca
Kristen French Child Advocacy Centre Niagara – for children up to age 16 who have been abused; counseling available	905-937-5435 Kristenfrenchcacn.org
Schizophrenia Society of Ontario – provides public education and access to information about schizophrenia.	36 Page St., St. Catharines 905-688-2543 Office Hours: Monday to Wednesday – 2 to 4 p.m.
CRISIS	
Pathstone Mental Health – provides various mental health services to meet specific needs of clients until their 18th birthday, and their families.	1-800-263-263-4944
Distress Centre Niagara – 24 hour distress line.	St. Catharines – 905-688-3711 Welland/Port Colborne – 905-734-1212 Grimsby/West Lincoln – 905-563-6674 Fort Erie – 905-382-0689
Mental Health and Addictions Access Line – connect with mental health and/or addictions support.	1-866-550-5205
Kids Help Phone – 24 hour help for ages five to 20	1-800-668-6868 kidshelpphone.ca
Niagara Region Sexual Assault Centre – 24 hour, 16 years and up	905-682-4584 sexualassaultniagara.org
SEXUAL HEALTH	
Sexual Health Centres (Public Health) – confidential information, counseling and clinic services	Fort Erie – 905-871-5320 Niagara Falls – 905-358-3636 St. Catharines – 905-688-3817 Welland – 905-734-1014
AIDS Niagara	905-984-8684
Transgender Niagara – group meetings and social gatherings for transgendered	Transgenderniagara.com

NIAGARA MENTAL HEALTH PROGRAMS & SERVICES DIRECTORY

Pregnancy	
Adolescent's Family Support Services of Niagara (AFSSN) – supports young moms and families going to school	905-735-2566 afssn.org
Prenatal classes (Public Health)	905-688-8248 ext. 7237 niagararegion.ca/health
Young and Pregnant in Niagara	905-688-8248 ext. 7237
Recreation, Drop-in Centres and Shelters	
The FORT – drop in for grades 9 to 12 and after school program for grades 7 to 9.	Grimsby – 905-309-3678 Smithville – 905-593-6719 thefortyouthcentre.com
The RAFT – youth centre and emergency shelter	905-984-4365 theraft.ca
YMCA ymcaofniagara.org	1555 Garrison Rd., Niagara Falls 905-871-9622
	7150 Montrose Rd., Niagara Falls 905-358-9622
	25 YMCA Dr., St. Catharines 905-934-9622
	325 Main St. E., Grimsby 905-309-9622
	310 Woodlawn Rd., Welland 905-735-9622
	550 Elizabeth St., Port Colborne 905-835-9622
YWCA Emergency Housing Facilities – shelter for women 16 years and older and their children; life skills program	St. Catharines – 905-988-3528 ext. 3228 Niagara Falls – 905-357-9191
Nightlight Youth Shelter – provides short term residence for youth 16-30	Niagara Falls – 905-358-3678 boysandgirlsclubniagara.org
ALCOHOL, DRUGS, TOBACCO & GAMBLING	
Alateen/Al-Anon – for teens affected by someone else's drinking	905-328-1677 1-888-425-2666 al-anon.org
Community Addiction Services of Niagara – assessments, treatment planning, counseling, and referrals	906-684-1183 cason.ca
New Port Centre – a residential program for individuals recovering from alcohol or substance abuse	905-378-4647 ext. 32500
Alcoholics Anonymous	1-866-311-9042
Youth Gambling Awareness Program - reduce potential harm of gambling	905-684-3500

NIAGARA MENTAL HEALTH PROGRAMS & SERVICES DIRECTORY

ALCOHOL, DRUGS, TOBACCO & GAMBLING	
Narcotics Anonymous	905-685-0075
Niagara Multilingual Prevention/Education Problem Gambling Program – provides problem gambling prevention/education information. All information available in several languages.	905-682-6411 ext. 63849
LEGAL ISSUES	
Legal Assistance	1-800-668-8258
Niagara Region Police Service (for emergency call 911) nrps.com	905-688-4111 1-888-668-3911
HEALTH	
Niagara Health System – assessment, diagnosis and treatment of mental health disorders in youth and their families	St. Catharines General Hospital Site – Children's Clinic – 905-684-7271 ext. 46573
	Greater Niagara General Hospital Site – Mental Health Services – 905-378-4647 ext. 53803 or 53804
	Welland County General Hospital Site – Child/Adolescent Mental Health Clinic 905-732-6111 ext. 33522
Niagara Region Public Health – connect with a school nurse.	905-688-8248 1-888-505-6074
Dental Care – dental programs and services for children and youth up to 17 years.	905-688-8248 ext. 7399 1-888-505-6074 ext. 7399
Health Bus Outreach – nurse who provides services at various locations.	Call or text – 905-401-4074
Niagara Eating Disorders Outpatient Program – provides information and resources on eating disorders and weight preoccupation.	1-866-633-4220 905- 378-4647 ext. 32352
FOOD BANKS	
Community Care	West Niagara – 905-563-5822 St. Catharines – 905-685-1349 Thorold – 905-227-9240 West Lincoln – 905-957-5882
Salvation Army Community and Family Services	Niagara Falls -905-358-8394 Fort Erie – 871-1592 St. Catharines – 905-935-4311 Welland – 905-735-5700
Open Arms Mission	Welland 905-788-3800 openarmsmissionwelland.com
Port Cares Reach Out	Port Colborne – 905-834-3629

NIAGARA MENTAL HEALTH PROGRAMS & SERVICES DIRECTORY

FOOD BANKS	
Grimsby Benevolent Fund	905-309-5664
Community Outreach Program (COPE)	Fort Erie – 905-871-2526
Project Share	Niagara Falls – 905-357-5121 projectshare.ca
Pelham Cares	905-892-5300
The Hope Centre	Welland – 905-788-0744 thehopecentre.net
WEBSITES	
Mind Your Mood – track your moods and get a 'mood report'.	mindyourmood.ca
Mind Shift – strategies to deal with anxieties and fears around test anxiety, perfectionism, social anxiety, performance anxiety, worry, panic, and conflict.	youth.anxietybc.com
Canadian Anti-bullying Site	www.bullyingcanada.ca 1-877-352-4497
Beautiful Minds – adds positive change in people's knowledge of mental health/stigma around mental health issues.	www.beautifulminds.ca
Your Life Counts – helping youth change addictive/self-destructive behaviours that can lead to suicide.	www.yourlifecounts.org 1-866-531-2600
Love is Respect – about teen dating, abuse, and provides resources. Peer advocate, government officials, law enforcement officials and general public.	www.loveisrespect.org 1-866-331-9474
Body Image Issues – raise awareness on a range of body image issues and weight and eating problems.	www.surf.to/nnfed
Teen Mental Health – improving youth mental health by effective translation, transfer of scientific knowledge.	www.teenmentalhealth.org
Mental Health – starting point to understand substance abuse, mental health problems, and factors to understand those problems.	www.camh.net/education/online-courses-webinars/mha101

IMPORTANT DATES

SEMESTER ONE	
September 8, 2015	First Day of School
September 28, 2015	Early Progress Report
October 9, 2015	Professional Activity Day
October 12, 2015	Thanksgiving Monday
October 16, 2015	Markbook Reports
October 25, 2015	Pilgrimage
November 13, 2015	Professional Activity Day
November 17, 2015	Voluntary Administration of On-line OSSLT
November 24, 2015	Voluntary Administration of On-line OSSLT
November 30, 2015	Mid- Term Report Card Distribution
December 21, 2015 – January 1, 2016	Christmas Break
January 4, 2016	Back to School
January 8, 2016	Markbook Reports
January 29 – February 4, 2016	Final Exams
February 5, 2016	Professional Activity Day
SEMESTER TWO	
February 8, 2016	Semester Two Begins
February 15, 2016	Family Day
February 22, 2016	Semester One Report Card
February 29, 2016	Early Progress Report
March 14 – 18, 2016	March Break
March 24, 2016	Holy Thursday
March 25, 2016	Good Friday
March 28, 2016	Easter Monday
March 31, 2016	OSSLT Markbook Reports
April 28, 2016	Mid-Term Report Card Distribution
May 23, 2016	Victoria Day
June 2, 2016	Markbook Reports
June 22 – 28, 2016	Final Exams
June 28 – 29, 2016	Professional Activity Days